Nye County School District - Human Resources

Job Description

Title: Classroom Teacher	Classification: Certified
FLSA Status: EXEMPT	Terms of Employment: 7 hours per day, 183 days

JOB GOAL: To plan, organize, and implement an appropriate instructional program in an environment that prepares students for lives as informed and engaged citizens in a global society.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor, which does not conflict with the Master Agreement between NCSD and NCCTA.

1. Complies with the code of ethics of the teaching profession, and upholds and implements district policies and administrative regulations in accordance with statutory regulations of the State of Nevada.
2. Documents instructional planning in written lesson plans based on adopted curriculum documents and standards.
3. Analyzes student achievement, access/equity, and other site-specific demographic data.
4. Identifies desired/measurable results for student learning/achievement, and uses instructional planning to determine and monitor student progress.
5. Follows assessment regulations and guidelines.
6. Maintains an academic focus and on-task behavior in the classroom.
7. Communicates and maintains a classroom management/discipline plan.
8. Provides a physical environment in the classroom that supports the teaching/learning process.
9. Uses the components of an effective lesson and the basic principles of learning when providing classroom instruction.
10. Engages students in learning using varied instructional strategies, approaches, and resources that are aligned with instructional objectives.
11. Provides clearly defined lesson structure with appropriate pacing.
12. Utilizes flexible instructional grouping in the classroom.
13. Uses accommodations and/or modifications in alignment with instructional objectives to meet the needs of students.
14. Provides feedback to students and promotes student success and achievement.
15. Participates in the school improvement process and implements school improvement goals.
16. Addresses identified individual improvement goals and directions.
17. Participates in job-related meetings and activities.
18. Maintains student records and attendance codes in accordance with district and state regulations.
19. Provides communication to parents/guardians and students related to behavior and achievement.
20. Uses multicultural resources, materials, and activities to support multicultural literacy, awareness, and appreciation.

ADDITIONAL DUTIES FOR SPECIAL EDUCATION TEACHERS:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Carries out all the mandates of the Nevada Administrative Code for special education programs with special regard for the following sections of the Administrative Code:
   - NRS 388.150 – These class loads shall be accepted and maintained by all special education teachers.
   - NRS 388.265 – Special education teachers must be notified of suspension or exclusion of special education students for longer than ten days in order to call an MDR meeting.
   - NRS 388.281 – IEPs must be developed and maintained by special education teachers. Notification of IEP meetings must include home visits or visits to places of employment in conjunction with the principal if the parent does not respond to letters or phone calls.
2. Attends multi-disciplinary team activities to keep the assessment and placement of students within the parameters of the Nevada Administrative Code.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Demonstrates content knowledge in planning.
2. Planning reflects knowledge of student achievement, access/equity, student's interests and backgrounds, and other site-specific demographic data.
3. Participates in on-going professional development to improve content knowledge and pedagogical skills.
4. Ability to model respect and courtesy in student and parent interaction.
5. Ability to work professionally with administration, staff, parents and community.
6. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
7. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
8. Recognizes and reports hazards, conforms to safety standards as prescribed.
9. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
10. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

POSITION REQUIREMENTS

Education, Training, and Experience:

1. Bachelor's degree from an accredited college or university in subject(s) related to teaching assignment

Licenses and Certifications:

1. Valid Nevada Department of Education License with endorsement(s) related to teaching assignment
2. Valid Nevada Driver License
3. CPR/First Aid/AED Certification is required for physical education, special education, and career & technical education teaching assignments

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Occasionally required to lift or carry equipment up to 50 lbs.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Stamina to remain seated and maintain concentration for an extended period of time.

Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

Hazards: Furniture, office equipment, communicable diseases, chemicals and fumes, and potential electrical hazards during installation procedures.

Working Conditions: Office or suitable workspace with computer and office equipment necessary to carry out functions of position.

Approved by: Joseph A. Dent — **Superintendent**

7/15/24 — **Date**

Nye County School District
NOTICE OF NONDISCRIMINATION ON THE BASIS OF SEX UNDER TITLE IX

Nye County School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to NCSD's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both:

Michelle "Chelle" Wright, PHR, CLRP
Director of Human Resources/Title IX Coordinator
Nye County School District
484 S. West St., Pahrump, NV 89048 · 775-727-7743, extension 300
title9coordinator@nyeschools.org

NCSD's nondiscrimination policy and grievance procedures can be located at:
https://bit.ly/NCSDPolicies-AdminRegs.
(NCSD Policies and Administrative Regulations 0210/0210aR/0210bR/0210cR, 0211/0211R, 0212/0212R, 0213/0213aR/0213bR/0213cR, and 6110/ 6110R)

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to title9coordinator@nyeschools.org.

Contact information for OCR is available here: https://ocrcas.ed.gov/contact-ocr.

Equal Opportunity Employer
Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form in its programs and activities, on the basis of race, color, national origin, religion, gender, disability, age, pregnancy, sexual orientation, ancestry, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard, and provides equal access to the Boy Scouts and other designated youth groups.

Americans with Disabilities Act
It is the policy of Nye County School District to comply with all federal and state laws concerning the employment of individuals with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, and conditions and privileges of employment.

Nye County School District will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to Nye County School District.Please contact Human Resources or the Section 504 Coordinator with any questions or requests for accommodation.

Shanda Roderick
Director of Special Education/Section 504 Coordinator
Nye County School District
Special Education Support Services
484 S. West St., Pahrump, NV 89048 · 775-751-4015

Revised 8/5/2025