

**Regional School District #16**  
**POSITION DESCRIPTION**

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**Position Title:** **TEACHER**

**Reports to:** Administrator/Superintendent

**Approved by:** Board of Education

Date: July 21, 2010

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**POSITION SUMMARY:** Delivers a high quality educational program within the individual classroom which will maximize the achievement and potential of every child.

**GENERAL DUTIES:**

Prepares and maintains written lesson plans.

- Establishes daily objectives for instructional activities.
- Presents daily objectives to the student(s) as a focus for the lesson.
- Makes lesson plans available for substitute use.
- Modifies lesson plans as necessary.
- Prepares, demonstrates, and provides for effective transitional procedures.

Employs a variety of teaching techniques and uses a variety of appropriate instructional materials.

- Guides learning activities;
- Diagnoses individual student's strengths and weaknesses;
- Chooses activities and methods which best meet pre-determined objectives;
- Modifies instruction and assignments to address student needs;
- Encourages creativity in students and recognizes appropriate oral and written expression;
- Engages students in activities to develop appropriate work and study habits;
- Teaches students to use resources within the school and the community;
- Uses a variety of assessment techniques to improve the learning experiences for students;
- Provides opportunities for developing independent learning skills by emphasizing problem solving and learning how to learn skills.

Uses available resources, such as pupil records, pupil services personnel, and planning and placement teams in order to understand and prescribe for the learner.

- Provides appropriate culminating activities.
- Utilizes effective questioning techniques.
- Provides prompt feedback.
- Presents lessons at the instructional level of the student(s).
- Knows the subject matter under study.
- Communicates explanations clearly, using precise language and acceptable oral expressions.

Employs individual and group discipline by defining and applying appropriate disciplinary procedures.

- Avoids the use of ridicule and sarcasm to control student's behavior;
- Helps student(s) to recognize and change undesirable behavior and attitudes;

Teacher

- Employs strategies to develop self-discipline in students.

Creates and maintains a safe, healthy, and attractive classroom environment appropriate to the developmental level of students.

### **INTERPERSONAL SKILLS:**

- Engages in activities to develop self-worth and dignity of students.
- Recognizes and provides for individual differences among students.
- Works harmoniously with school personnel.
- Works cooperatively to help resolve problems within the school system.
- Maintains and encourages communication and positive school/home cooperation.
- Encourages positive peer interaction among students.
- Encourages the development of acceptable moral character and behavior by students.
- Shares materials, talents and abilities.

### **PROFESSIONAL RESPONSIBILITIES:**

- Fulfills required assignments and/or duties:
  - Arrives promptly for school, scheduled classes, and duties.
  - Supervises halls and other areas while school is in session.
- Supports and follows established school policies.
- Provides input for curriculum development.
- Participates in SRBI Team, 504, and Planning and Placement Team meetings.
- Is accurate and punctual in maintaining records and making reports.
- Maintains the appropriate certification for the position.
- Earns the appropriate number and maintains a record of Continuing Education Units (CEU).

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Regular and consistent attendance is essential for this position.

### **CERTIFICATION:**

008, 013, 006, 042, 043, 044, 046, 047, 049, 034, 033, 032, 031, 030, 029, 026, 024, 023, 018, 015, 097.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Some lifting (up to 30 pounds), bending, stooping, stretching, and walking required.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.