



Position Description

Job Title:	Certificated Teacher K-12	Job Category:	Teacher
Department/Group:	Saddle Mountain Unified School District #90	Organizational Relationships:	Directly responsible to the Principal
Level/Salary Range:	Per salary schedule	Blood Borne Pathogen Risk:	Not At Risk
Work Status:	Exempt	Weight Lifting Requirements:	Up to 50 lb.
Work Days:	Tuesday through Friday or as assigned by supervisor	Benefits:	Discretionary Leave per Policy Employee Insurance
Work Hours:	As assigned by supervisor	Probationary Period:	30 working days – policy GDF
Fingerprints Check:	As required by ARS 15-534 and District Policies		
Drug Free Campus	The use of illegal drugs is prohibited. The use of tobacco and other substances is prohibited according to policy GBED.		
Position Summary:			
It is the responsibility of the teacher to prepare, plan, teach, monitor, evaluate and report the teaching of all courses required by the Legislature, Arizona State Board and the Local District for the grade of course assigned, in an effective and efficient manner. To help students learn subject matter and skills that will contribute to their development. To hold students accountable for learning and behavior and provide a safe learning environment.			
Position Qualifications and Education Requirements:			
<div>1. Educational Technology degree preferred.</div> <div>2. Valid Arizona Teaching Certificate and Fingerprint Clearance Card.</div> <div>3. Proficient with Google Apps for Education</div> <div>4. Proficient with Chrome OS 40+</div>			
Essential Functions:			
<div>1. Prepares lesson plans and instructs students in accordance with established curriculum to provide a balanced educational program content, instructional techniques and instructional media to meet the individual needs, interests, and abilities of the students.</div> <div>2. Demonstrates the organization necessary to create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.</div> <div>3. Prepares for classes assigned and shows written evidence of preparation upon request of immediate supervisor.</div> <div>4. Guides the learning process toward achievement of curriculum goals and - in harmony with the goals - establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.</div> <div>5. Strives to implement by instruction and action the District's philosophy of education and instructional goals and objectives.</div> <div>6. Assess the accomplishments of students on a regular basis and provides progress reports as required.</div> <div>7. Augment course content in the form of remediation, modification, and enrichment.</div> <div>8. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.</div> <div>9. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.</div> <div>10. Assists the administration in implementing all policies and/or rules governing student conduct.</div> <div>11. Develops reasonable rules of classroom behavior and procedure, and encourages students to set and maintain standards of classroom behavior</div>			

12. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
13. Plans and supervises purposeful assignments for teacher aide(s) and/or volunteer(s) and cooperative with department heads and evaluates their job performance.
14. Strives to maintain and improve professional competence.
15. Attends staff meetings and serves on staff committees as required.
16. Selects and requisitions books and instructional aids; maintains required inventory records.
17. Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
18. Other job related duties as assigned.

OTHER FUNCTIONS:

This description is intended to indicate the kinds of duties and responsibilities that may be required of employees given this title. It shall not be construed as determining what the specific duties and responsibilities of any particular position shall be. It is not intended to limit in anyway the right of supervisors to assign, direct and control the work of employees under their supervision.

Reviewed By:	Cabinet	Date:	October 2010
Approved By:		Date:	
Last Updated By:	Sylvia Allen	Date/Time:	October 2010