



Position Description

Job Title:	Certified 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 Certified Hiring Schedule	Blood Borne Pathogen Risk:	Not At Risk
Work Status:	Exempt	Weight Lifting Requirements:	Up to 30 lb.
Work Days:	Per Certified Teacher work calendar or as assigned by supervisor	Benefits:	Discretionary Leave per Policy Employee Insurance
Work Hours:	As assigned by supervisor	Fingerprint Card	As required by ARS 15-534 and Governing Board 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:			
Under general direction, the certified teacher is expected to provide quality instruction through planned lessons, diagnosing learning needs, creating and leading engaging learning activities, utilizing assessments to monitor student progress, and communicating with administration and parents. The teacher is expected to create a classroom environment conducive to optimum learning and personal growth aimed at motivating students to develop skills, attitudes and knowledge needed to be successful..			
Position Qualifications:			
<ul style="list-style-type: none"> • Ability to obtain and maintain appropriate teaching certification for the assigned position through the Arizona Department of Education • Must possess or be in the process of obtaining a valid Level One fingerprint card through the Arizona Department of Public Safety 			
Knowledge and Skills Required:			
To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications for this job description 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.			
Skills required, but not limited to, for this position include:			
<ul style="list-style-type: none"> • Demonstrates knowledge of state and national standards, district curriculum and instructional materials and assessments. • Demonstrates knowledge of interpreting data and assessments to make instructional decisions. • Supports school and district mission and vision. • Utilizes effective verbal and written communication skills • Demonstrates flexibility, dependability, organization, and collaboration • Establishes rapport with peers and parents. • Is willing to participate in district training opportunities • Demonstrates lifelong learning • Seeks opportunities to demonstrate leadership 			

Essential Functions:

- Teaches district approved curriculum and Arizona State standards
- Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district
- Develops lesson plans and instructional material and provides individualized and small group instruction to adapt the curriculum to the needs of each pupil
- Communicates regularly with parents outside normal classroom day by means of emails, notes, phone calls, conferences, or other means of approved communication
- Establishes and maintains standards of student behavior to achieve an optimum learning environment
- Evaluates students' academic and social growth, keeps appropriate records and prepares progress reports
- Is available to students and parents for education-related purposes outside the instructional day
- Plans and coordinates the work of paraprofessionals, parents, and volunteers in the classroom and on field trips, as assigned
- Creates an environment for learning through functional and attractive displays, interest centers, and exhibits of student work
- Incorporates approved technology into lesson plans and instructions
- Establishes and maintains good rapport with students, staff, , and community members
- Establishes and enforces classroom management structure and rules that ensure the academic engagement and the physical and mental safety of all students
- Celebrates the achievements and successes of students
- Maintains knowledge of grade level content and standards for the students they are assigned
- Maintains a high level of ethical behavior and confidentiality
- Other job related duties as assigned

Physical Requirements:

The physical requirements 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands and fingers, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Working Conditions:

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

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 any way the right of supervisors to assign, direct and control the work of employees under their supervision.

The Saddle Mountain Unified School District is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Saddle Mountain Unified School District does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students. For information regarding discrimination grievance or complaint procedures contact the Director of Human Resources at 623-474-5101.

Reviewed By:	Cabinet Cabinet	Date:	October 2010 October, 2024
--------------	--------------------	-------	-------------------------------

Approved By:	Governing Board	Date:	November, 2024
Last Updated By:	Human Resources Human Resources	Date:	October 2010 October 2024