SNOHOMISH SCHOOL DISTRICT

HUMAN RESOURCE SERVICES

Job Description

www.sno.wednet.edu
HRS Phone 360-563-7233
Email: human.resources@sno.wednet.edu

Job Title: Teacher

Division: Schools

Department: Secondary

Immediate Supervisor Job Title: Principal

Next Higher Supervisor Job Title: Superintendent

General Description: Under the direction of the principal, responsible for helping all students learn subject matter and develop the skills needed to contribute meaningfully to their communities.

Performance Responsibilities:
1. Meets and instructs assigned classes in the locations and at the times designated.
2. Plans a program of study that, as much as possible, meets the individual needs, interests and abilities of the students.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Prepares for assigned classes and shows written evidence of preparation upon request of immediate superior.
5. Encourages students to set and maintain standards of classroom behavior.
6. Guides the learning process toward the achievement of district curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons and projects; communicates these objectives to students; teaches the lesson; and evaluates the attainment of the objectives.
7. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
8. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
9. Assesses the accomplishments of students on a regular basis in a variety of modes and provides progress reports as required.
10. Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.
11. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
12. Maintains accurate, complete and correct records as required by law, district policy and procedures.
13. Assists the administration in implementing all district policies and procedures as well as building guidelines governing student life and conduct and, for the classroom, develops reasonable rules of classroom behavior; maintains order in the classroom in a fair and just manner.
14. Makes provision for being available to students and parents for education-related purposes outside the instructional day as required by contract or requested to do so under reasonable terms.

15. Demonstrates sensitivity in dealing with students of diverse socio-economic backgrounds, cognitive and physical abilities as well as with students of diverse cultural and ethnic backgrounds.
16. Plans and monitors purposeful assignments for teacher aide(s) and volunteer(s) and, cooperatively with department heads, provides input to the principal on their job performance.
17. Strives to maintain and improve professional competence.
18. Attends staff meetings and serves on staff committees as required.
19. Satisfactorily meets performance evaluation criteria as outlined by state law and the collective bargaining agreement.
20. Performs other duties as assigned.

Qualifications:
    Education and Experience:
        1. Valid teaching certificate for the State of Washington with appropriate endorsement.
        2. HIV/AIDS training, provided at time of hire.

    Knowledge, Skills, and Abilities:
        1. Ability to successfully employ effective teaching methods.
        2. Ability to develop and maintain effective classroom management.
        3. Ability to communicate effectively with diverse students, parents and staff.

The statements above are intended to describe the general nature and level of work being performed by people assigned to this role. It is not intended to describe all duties, responsibilities, or qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

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