

## JOB DESCRIPTION

Job Title: **Teacher**  
 Department: **School**  
 Pay Program: **Certified**  
 Prepared/Revised Date: **July 2020**

FLSA Status: **Exempt**  
 Work Calendar: **186 days**

**SUMMARY:** Create a flexible program and a class environment favorable to learning and personal growth; establish effective rapport with pupils; motivate pupils to develop skills, attitudes and knowledge needed to provide a good educational background in accordance with each pupil's ability; and establish a good relationship with parents and other staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Plan a program of study that is appropriate to the maturity and interest of students and meet their individual needs and abilities.	D	10%
2. Create a positive classroom environment which upholds and enforces the school rules and is conducive to learning.	D	15%
3. Guide the learning process to increase student achievement in accordance with the curriculum and consistent with state and local standards.	D	10%
4. Employ instructional methods and materials that are most appropriate for meeting stated objectives.	D	30%
5. Assess the accomplishments of students on a regular basis and provide progress reports as required in a timely and confidential manner.	W	15%
6. Work with other professionals to determine special learning needs of pupils on a regular basis, seeking the assistance of specialists as required.	W	5%
7. Collaborate with colleagues, students, and/or parents on an ongoing basis concerning student academic and behavioral progress.	W	5%
8. Maintain and improve professional competence and serve on staff committees as required.	M	5%
9. Perform other duties as assigned.	Ongoing	5%
<b>TOTAL =</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree in education or related field.
- Three or more years of successful classroom teaching experience preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Valid Colorado Teaching Certificate in education with endorsement in area of assignment.
- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Excellent interpersonal relations skills and strong oral and written communication skills.
- Strong knowledge in the areas of instruction, classroom management and discipline, positive behavior support and effective instructional strategies.
- Knowledge of the federal, state, local legislation, regulations, policies, and procedures that mandate and guide education.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

- Ability and willingness to adhere to attendance requirements and to follow district procedures for absence reporting. Regular attendance is an essential function of the position and necessary for the efficient operation of the business. Employees are expected to be on time and punctual for work, conforming to established work hours. It is recognized that there are times when a person must be absent due to illness or other reasons.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with office software.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE
<b>Reports to:</b>	Principal

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>		

- No direct supervisory responsibilities.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate. Work environment primarily is a classroom environment, but may also include remote teaching responsibilities as needed because of extenuating circumstances determined by the District.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to communicate, copy, instruct, analyze, coordinate, synthesize, negotiate, evaluate, compile, and use interpersonal skills. Frequently required to compare and compute.