CHARITON COMMUNITY SCHOOL DISTRICT
Job Description

Job Title: Teacher

Reports to: Building Principal

Status: Exempt

Date Revised: January 2018

Basic Function: Responsible for planning and delivering a high-quality educational program to meet children’s academic and social-emotional needs. To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible adults.

Essential Performance Responsibilities
1. Deliver daily lessons, aligned to state and district standards which meet students’ individual needs and ensure growth.
2. Establish and maintain standards of student behavior needed to achieve learning.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Prepares for classes assigned 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 curriculum goals and establishes clear objectives for all lessons, units, and projects to communicate these objectives to students.
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 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 administrative regulation.
13. Participate in building and district professional learning communities to plan for instruction, analyze data, and create assessments.
14. Monitor student learning on a daily basis. Use multiple data points to guide and individualize instruction.
15. Communicate with families on a regular basis.
16. Participate in professional development.
17. Maintain confidentiality.
18. Attend work promptly and on a regular basis.
19. Maintain a satisfactory working relationship with staff, students, and families.
20. Perform other duties as assigned to maintain a safe and orderly school.
21. Comply with the eight Iowa Teaching Standards

Specifications/Qualifications
- Bachelor’s degree; Iowa teaching license (appropriate endorsement code for subject area).
- Knowledge of subject, curriculum, effective teaching methods.
- Demonstrate effectiveness in oral and written communications.
- Competency working in a culturally diverse environment or the willingness to acquire these skills.
- Contributes to creating a positive learning and work environment.
- Demonstrates integrity and respects confidentiality.
- Arrives on time and works consistently until the end of his/her scheduled day.
- Takes advantage of professional growth opportunities related to his/her specific job
- Works independently and with confidence.
- Demonstrates ability to grasp and adjust to new and changing situations.
- Demonstrates initiative and ability to work without close supervision.
- Punctuality and attendance—regularly begins and ends tasks on time.
- Demonstrates positive interpersonal relationships and works cooperatively with students, parents and staff.
- Project a positive image as an educator in the school and in the community.
- Promotes a positive image of the Chariton Community Schools.
- Respects differing points of view.
- Demonstrates an understanding and acceptance of diverse racial, ethnic, cultural, gender, special needs, religious groups.
- Uses discretion in handling confidential information and situations.
- Actively supports expectations of student behavior outside of the classroom during the school day.
- The teacher demonstrates a positive attitude and manages stress in a constructive manner.

**Physical Requirements**
Physical requirements vary by individual job assignment but requires a minimum of the following physical requirements

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<tr>
<th>TASK</th>
<th>NEVER 0%</th>
<th>OCCASIONAL 1-32%</th>
<th>FREQUENT 33-66%</th>
<th>CONSTANT 67%+</th>
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<tbody>
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<td>A Walking</td>
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<td>B Standing</td>
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<tr>
<td>C Sitting</td>
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<tr>
<td>D Bending/Stooping</td>
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<td>E Reaching/pulling/pushing</td>
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<td>F Carrying (35 feet)</td>
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<td>G Climbing/stairs</td>
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<td>H Lifting (up to 30 lbs)</td>
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<td>I Driving</td>
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<td>J Manual Dexterity</td>
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<tr>
<td>- Telephone</td>
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<td>- Computer</td>
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<td>- Other</td>
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**Working Conditions**
Includes extremes of temperatures and humidity. Duties include time spent both indoor and outdoor. Hazards include stairs, extreme weather conditions, and communicable diseases.

**Terms of Employment**
Salary and work year established by the Board in accordance with the Master Contact.

**Evaluation**
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of certified teacher personnel.

*The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.*