

Human Resources

Teacher

Department: Campus
Reports to: Principal/Assistant Principal
Placement: Certified Salary Schedule
Term: See Duty Day Calendar

Position Summary:

To plan, organize and implement an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfill their educational potential.

Essential Functions:

Instructional Planning:

- Plans instruction to meet objectives.
- Assesses students' skill levels to determine appropriate learning objectives.
- States objectives compatible with departmental goals in performance outcomes; lists procedures to achieve outcomes.
- Organizes and makes available the time, space, materials, and equipment needed.
- Plans relevant classroom activities and homework to reinforce lessons through active student engagement.

Instructional Strategies:

- Utilizes effective instructional strategies.
- Implements procedures involving students with the maximum time on task.
- Uses effective techniques to motivate student interest/enthusiasm for subject.
- Facilitates retention of learning.
- Adjusts instruction to facilitate student mastery.
- Provides prompt and specific feedback to students on both their work and behavior.
- Provides opportunities for all students to apply knowledge or practice skills.

Instruction:

- Presents subject matter in a clear, precise, coherent, and logical way.
- Communicates objectives, purpose, value, and relevance of lessons as appropriate.
- Communicates appropriate, competent knowledge of subject matter with confidence and accuracy.
- Gives clear directions and explanations related to lesson content and/or learning activity.
- Frequently asks questions of relevance, clarity, and variety.
- Frames questions at different cognitive levels.
- Provides appropriate responses, equitable response opportunities.
- Promotes positive relationships among students by modeling.

Instructional Environment:

- Provides a positive learning environment.
- Communicates enthusiasm for learning and teaching. Interacts with all students, regardless of ability level, handicap, sex, ethnicity, or socioeconomic status.
- Articulates and maintains classroom behavior conducive to learning.
- Models professional courtesy and respect in manner and dress.
- Encourages students to deal with varying degrees of success, failure, self-control, and responsibility.

Professional Responsibilities:

- Meets professional responsibilities.
- Engages in professional self-development.
- Is accessible to students and parents.
- Maintains and communicates accurate records of grades, attendance, and special reports.

- Works cooperatively to plan curriculum and improve instruction.
- Demonstrates ethical and professional practices in working with students, parents, colleagues, and student records.
- Refers students with special needs to counselors, specialists, or school nurse.
- Makes use of school resources and takes care of all school property and equipment.
- Maintains a safe and healthy classroom environment.

Goal setting and Professional Expectations:

- Works toward achievement of school goals.
- Knows school goals for the current year.
- Follows guidelines and procedures recommended for achieving goals.
- Individualizes goals by identifying objectives, activities, and criteria.
- Supports administration in governing student conduct.
- Knows school expectations for behavior and attendance.
- Enforces school policies, rules, and procedures in the classroom, on campus, and at school-related activities.
- Develops and communicates expectations and consequences for student conduct in classroom.
- Complies with Arizona Revised Statutes, District policies, and administrative guidelines.
- Is informed and follows District policies, procedures, and guidelines as outlined in the policy and faculty handbooks.
- Is informed and follows the laws as stated in A.R.S. 15-521 and Arizona Administrative Code R-7-2-1308.
- Follows state and federal mandates; e.g., special education, gifted education, state achievement testing, and Chapters 1, IV, and IX. Meets departmental expectations. (See Department indicators and curriculum guides.)

Training and Experience:

- Bachelor's degree.

Licensing/Certification Requirements:

- Valid Arizona Teaching certification.
- Valid DPS Fingerprint Clearance Card.

ADA and Other Requirements:

Positions in this class typically require: climbing, crawling, stooping, kneeling, crouching, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

When duties and responsibilities change and develop, this job description will be reviewed and subject to changes of business necessity.