

Spring Hill U.S.D. #230
101 East South Street
Spring Hill, KS 66083

CLASSROOM INSTRUCTOR JOB DESCRIPTION

Purpose: The Classroom Instructor creates a positive learning environment to facilitate the personal, social, and intellectual development of students. In order to respond to the individual needs and abilities of students, the Classroom Instructor must work closely with other staff and the administration of U.S.D. 230.

Responsible To: Principal

Payment Rate: According to Certified Salary Schedule

Benefits: According to the Master Agreement

Qualifications:

1. Bachelor's degree from an accredited college/university.
2. Current Kansas State Teaching License on file in the central office.
3. Health and Inoculation Certificate on file in the central office.
4. Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.
5. Desire to continue career improvement.

General Responsibilities:

1. Support the philosophy and vision of U.S.D. No. 230.
2. Facilitate the intellectual, personal, and social development of students.
3. Establish a positive learning environment and respond to the individual needs of students.
4. Ensure that all activities conform to district and building policy guidelines.
5. Communicate effectively with all members of the school district and community.
6. Work effectively with community organizations and agencies.
7. React to change productively and handle other tasks as assigned.
8. Support the value of an education.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.
4. Must work indoors and outdoors year round.
5. Must work in noisy and crowded environments.

Essential Functions:

1. Demonstrate willingness to assume leadership positions.
2. Plan and implement effective lessons, using time, materials and resources effectively.
3. Implement researched-based teaching strategies that engage all students.
4. Motivate students through effective communication and evaluative feedback.
5. Display a thorough knowledge of curriculum and subject matter.
6. Work cooperatively with peers, administrators, and community members in planning and implementing curriculum.
7. Demonstrate awareness of the needs of students and provide for individual differences.
8. Set high expectations for student achievement and behavior.
9. Implement frequent assessments of student progress and communicate progress to students and parents.
10. Demonstrate effective interpersonal relationships with others.
11. Establish and maintain a positive climate for learning through appropriate researched-based classroom management strategies.
12. Develop and publish classroom rules, guidelines, and expectations for student behavior.
13. Maintain current curriculum and instructional practices.
14. Participate in and implement staff development activities to stay informed of latest effective schools research.
15. Coordinate and supervise field trips.
16. Responsible for contact with parents when student is experiencing academic or behavior problems.
17. Initiate and maintain positive involvement with parents.
18. Assist with the activities of student organizations.
19. Inform administration immediately of any conditions detrimental to the health, safety, or orderly delivery of educational services.
20. Attend and assist when necessary with school events such as musical programs, athletics, student recognition ceremonies, graduation, and open house.
21. Work positively toward meeting identified district and building improvement goals.
22. Obtain advance approval of the Principal for all activities and expenditures.
23. Adhere to all district and building health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan and Building Crisis Plan.
24. Other duties as assigned by the Principal, or other Administrative Staff.

12/14/18