

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Teacher

QUALIFICATIONS
As set by state certification authorities.

REPORTS TO Building Principal

JOB GOAL To enable all students to master the skills, acquire the knowledge, and develop the social skills necessary for them to reach their full potential as citizens who can successfully meet the challenges of society.

PERFORMANCE RESPONSIBILITIES

1. Teaches knowledge and skills, utilizing course of study adopted by the Board of Education and appropriate curriculum publications as guidelines in teaching individual course content.
2. Instruct pupils in citizenship and basic subject matter specified in state law, district outcomes, administrative regulations, and procedures of the school district.
3. Develops lesson plans and instructional activities, which stress complex thinking and mastery of student outcomes.
4. Provides opportunities for students to develop skills as collaborative workers and to become effective communicators.
5. Encourages pupils to think independently, express original ideas, and work well on their own.
6. Designs learning activities that will relate course content to the physical world and allow students to transfer what they learn to real-life applications.
7. Adapts activities to provide individual, small group, or remedial instruction to meet the needs of the individual pupil.
8. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
9. Provides for all students a variety of creative projects, problems, etc. that encourage problem-solving and higher-order thinking skills.
10. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive classroom environment.
11. Maintains an auditable record of pupil attendance and makes daily reports of pupils absent each period.
12. Assesses each pupil's achievement and progress.
13. Communicates with students, parents, and school counselors on pupil achievement and progress.

14. Prepares and reviews all curriculum materials to ensure their appropriateness and relevance.
15. Participates in curriculum and other developmental programs within the school of assignment or on a district level.
16. Selects and requisitions books and instructional aids appropriate to the interest and maturity level of pupils; maintains required inventory records.
17. Administers or monitors group tests.
18. Maintains professional competence through in-service education activities provided by the district and in self-selected professional growth opportunities.
19. Shares in supervision of student activities as normally assigned, such as class sponsor, and participates in faculty committees.
20. Supervises pupils in out-of-classroom activities during the assigned workday.
21. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
22. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors October 1997

Revised August 9, 1999