

4J SCHOOL DISTRICT

Job Title:	TEACHER, PRIMARY	Dot #: 099.327-010
Work Hours:	7 ½ hours daily/185 days year. Approximately September 8 through June 16 annually.	
Job Summary:	<ul style="list-style-type: none"> • The teacher has specific responsibility for classroom instruction and discipline and has general responsibility for all students on school premises. Also works with the building principal in matters necessary for the general welfare of the school. • Follows appropriate activities determined by Oregon Board of Education guidelines. • Responsible for planning: Lesson goals and objectives are clearly written and communicated, alternatives are planned to meet individual student needs, time allocation is appropriate for the lesson, the daily plan or unit follows a sequence or progression, teaching strategies are appropriate for the lesson. Includes methods for checking student progress in a timely manner. • Responsible for Instruction: Lesson follows stated plan with variations when appropriate, time management, transitions and pacing are evident, teaching strategies are evident and appropriate to meet the lesson objective, and students participate in the lesson. • Responsible for classroom management: Materials are appropriate and well organized, expectations of student behavior are communicated positively, monitored, and reinforced, and the physical environment and arrangements which can be influenced by the teacher are conducive to instruction and safety. 	
Qualifications:	<ul style="list-style-type: none"> • Licensure as established by Teacher Standards and Practices Commission and the ability to carry out the performance requirements. 	
Essential Job Functions: (Constantly over 2/3 time, Frequently 1/3-2/3 time, Occasionally under 1/3 time, Rarely under 10% time)		
Physical:	<ul style="list-style-type: none"> • Standing/Walking: Frequently; throughout workshift while performing classroom duties, including recess supervision, field trips. • Sitting: Occasionally; while performing classroom duties. • Lift/Carry: Frequently; 1-15 pounds; classroom instructional materials, books, binders, paperwork. Seldom; lifting estimated up to 16-35 pounds, books and materials, assisting students and moving equipment. • Bending/Stooping: Frequently; at knees/waist/neck while providing one-to-one student services or retrieving items from lower shelves. • Push/Pull: Occasionally; using both hands and arms exerting a force of 10-20 pounds while assisting students, moving furniture and equipment and opening doors, etc. • Climbing/Balancing: Seldom, using step ladder in classroom. • Kneeling/Crouching/Crawling: Occasionally; kneeling may be required while assisting students in physical activities. Crouching/crawling not required. • Hands/Arms: Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required. • Sight/Hearing/Speech: Constantly; to provide instructional assistance to student. Assignment may require hand/eye coordination, depth perception and peripheral vision depending on assignment. 	
Mental:	<ul style="list-style-type: none"> • Constant mental alertness required in supervising activity of assigned student to anticipate behaviors of student and maintain safe, educational environment. • Must possess necessary communication skills, written and oral, to complete assignments. • Must be able to read, write speak English. Possess interpersonal skills to work well with various types of students, parents and staff. • Must be able to adapt to work pressures that can include frequent interruptions, multiple tasks and maintaining daily schedule of activities. • Must be able to work independently with assigned student and exercise creative problem solving ability. • Must be able to provide supervisory skills to provide guidance and set appropriate behavioral model to assigned students. 	
Work Conditions:	<ul style="list-style-type: none"> • Work is performed 95% within the school classroom setting. 5% in an outdoor educational setting: recess, walking, field trips. • Hazards: None noted. • Equipment: General office equipment, computer, audio-visual equipment, 10-key, copier. 	

