

Job Title: **Teacher**
 Pay Program: **Certified**
 Reports to: **Building Principal**
 Reviewed/Revised Date: **Apr 2010 / Jan 2014**

FLSA Status: **Exempt**
 Pay Range: **T-Schedule**
 Work Year: **188**

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

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Meets and instructs assigned classes in the locations and at the times designated.	D	75%
2. Plans a program of study that, as much as possible, meets the individual needs, interest, and abilities of the students.	D	10%
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students.	D	On Going
4. Prepares for classes assigned, and shows written evidence of preparation upon request of immediate supervisor.	D	5%
5. Encourages students to set and maintain standards of classroom behavior.	D	On Going
6. Guides the learning process toward the achievement of curriculum goals and – in harmony with the goals – establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.	D	On Going
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 individual students or groups involved	D	On Going
8. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.	D	On Going
9. Assesses the accomplishments of students on a regular basis and provides progress reports as required.	W	5%
10. Differentiate instruction to meet student learning needs specifically, but not limited to, a student's IEP, ALP, EDLP, or ILP or an RTI plan.	D	4%
11. Take all necessary and reasonable precautions to protect students, equipment and materials.	D	On Going
12. Brings forward student academic, social/emotional and/or behavioral concerns through the Response to Intervention (RtI) process	D	On Going
13. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.	D	On Going
14. Assists the administration in implementing all policies and/or rules governing student life and conduct, and, for the classroom develops reasonable rules of classroom behavior and procedure, maintains order in the classroom in a fair and just manner.	D	On Going
15. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so.	D	On Going
16. Plans and supervises purposeful assignments for teacher aide(s) and/or volunteer(s) and, cooperatively with department heads, provides input for evaluation of their job performance.	As Needed	On Going
17. Strives to maintain and improve professional competence.	D	On Going
18. Attends staff meetings and serves on staff committees as required.	W	On Going
19. Perform additional duties as assigned	Ongoing	1%
	TOTAL	100%

EDUCATION AND TRAINING:

- Bachelors degree or higher from an accredited institution
- Meet professional teacher education requirements of school, district and state.

TECHNICAL SKILLS, KNOWLEDGE & EQUIPMENT:

- Self Motivation
- Decision making skills
- Organization and planning
- Critical thinking
- Utilize flexibility and good interpersonal skills
- Utilize problem solving, collaborative decision-making and conflict resolution skills
- Adaptability
- Utilize effective classroom management skills and develop positive behavior intervention plans
- Design and implement differentiated instruction
- Consult and collaborate with staff, students, parents, and community using effective communication skills
- Attention to detail

CERTIFICATES, LICENSES & REGISTRATIONS:

- Valid Colorado Department of Education Teaching License with proper endorsement
- Valid Colorado Teaching License

SUPERVISION/TECHNICAL RESPONSIBILITY:

- No Direct supervisory responsibilities

JUDGMENT AND DECISION MAKING: Work is guided by Mesa County Valley School District 51 Policies and Procedures. Decision making requires collaboration with building principal, teachers, parents and students Understanding of appropriate communication with stakeholders such as teachers, parents, and colleagues.

DIVERSITY OF DUTIES: Work duties are varied and require use and occasional modification of general guidelines. Requires judgment to produce practical courses of action involving corrections or adjustments within the established procedures. Choices fall within the range of specified, acceptable standards, alternatives and practices. The job tasks have operational steps that have to be carried out and the employee decides how and when these steps are to be completed

SAFETY TO SELF AND OTHERS: Low to medium exposure due to aggressive student behavior

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: Physical requirements are those typical of a school environment including but not limited to:

- 1) Comfortably navigating distance and environment:
 - a) Navigate within classroom(s) around and between student desks, counters, chairs, and other classroom fixtures, materials, supplies, and other items 50+ times in a teaching day;
 - b) Navigate within assigned buildings including but not limited to travel in hallways, offices, auditorium, cafeteria, bathrooms, meeting spaces, and common areas 25+ times in a teaching day;
 - c) Assisting in the navigation and movement of others including students, classroom aides, and school staff/volunteers in the execution of fire drills, shelter in place drills, lock-down, evacuation, and all other safety drills;
 - d) Navigate school building complex including the parking lot, playground, athletic fields and between buildings up to 15+ times in a teaching day;
 - i. Navigating environment is primarily school building interiors with occasional travel outside. Surfaces and environmental terrain can vary from (but are not limited to):
 - ii. Carpet, tile, wood, concrete, asphalt, grass, curbs, uneven gravel and dirt, uneven ground;
 - iii. Outdoor surfaces may be slippery with water, ice, snow or mud in inclement weather;
 - iv. Other surfaces and environmental terrain:
 - a) Depending on the assigned building there may be a requirement to climb stairs outside or inside, a minimum of 2 times in a teaching day;
 - b) Frequent requirement to navigate over/around congested areas with foot traffic flow including but not limited to hallways, bathrooms, auditoriums and common areas 20+ times in a teaching day.

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CERTIFIED JOB DESCRIPTION

- e) Stationary requirement to continuously and comfortably sit or stand for up to 2 hours – activities included in this requirement include but are not limited to school assemblies, lunchroom duties, recess, teacher professional learning class time, and staff meetings.
- 2) Essential sensory and communicative activities include:
 - a) Continuously using hearing and speaking to exchange information in person, via telephone, and/or two-way radio;
 - b) Continuously using, focus, color, depth, peripheral, long and near vision to monitor, assess, and determine which may cause eye strain;
 - c) Possess dexterity of hands to use classroom materials and equipment necessary to perform job functions including but not limited to repetitive hand motions from prolonged computer work, and writing activities;
- 3) Physical agility and strength include but are not limited to:
 - a) Frequently lift, carry, or push weight up to 35 pounds, occasional need to lift, carry, or push weight up to 50 pounds using District approved two person lift techniques;
 - b) Frequently bend, stoop or squat to pick up items from the floor, shelves, counters, cupboards or other district property;
 - c) Frequently extend arms and hands to reach shelves above head, write on chalkboards, reach into file cabinets/desk drawers, and across desk surfaces;
 - d) Frequently required to maintain for several consecutive minutes a crouched, bent or stooping posture in order to assist students at their desks, work space, floors and/or ground.

WORK ENVIRONMENT While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to analyze, communicate, coordinate, instruct, and use interpersonal skills. The employee is frequently required to compare, compute, evaluate, and negotiate. The employee is occasionally required to copy and compile.