

POSITION DESCRIPTION

Two Rivers Supervisory Union

Position Title: Classroom Teacher

Reports to: School Principal

Position Type: Exempt

Work Year: Per Contract

Compensation: Per contract

JOB SUMMARY

The Classroom Teacher leads the instructional activities within a classroom to attain established instructional and learning goals.

ESSENTIAL FUNCTIONS

- Meet and instruct students at designated locations and times.
- Prepare for assigned classes using appropriate curriculum standards, effective strategies, resources and data to meet the needs of all students; show written evidence of preparation and implementation e.g. lesson plans, assessment.
- Employ a variety of instructional techniques and teaching strategies, including current technology and whole-group/small-group learning, to meet different aptitudes and interests of students.
- Correlate individual instructional objectives with the philosophy, goals and objectives stated for the district.
- Assess the accomplishments of students on a regular basis, developing strategies and accommodations necessary for student success and providing regular student feedback.
- Participate in individual student teams, provide progress reports, and communicate with parents as required.
- Develop and enforce a behavioral environment that is appropriate to classroom activity, conducive to learning, and consistent with established administrative policies
- Provide a classroom and/or instructional space that is attractive, healthful, safe and conducive to learning, with materials that are in good condition and accessible to students.
- Maintain records as required by law, district policy, and administrative regulations.
- Assist in upholding and enforcing school rules, district policies, and administrative regulations.
- Make provisions for being available to students and parents for education related purposes outside the instructional day when necessary.
- Attend and participate in faculty, department, and district meetings.
- Participate in in-service and staff development activities and staff meetings as required or assigned.
- Cooperate with other members of the staff in planning instructional materials.
- Assist in the planning and selection of books, equipment, and other instructional materials.
- Establish and maintain open lines of communication with students, parents, and colleagues concerning both academic and behavioral progress of all students.
- Establish and maintain cooperative professional relations with staff and others.
- All other duties as assigned by supervisor.

QUALIFICATIONS

Education and Experience. Bachelor's degree and working knowledge of Vermont's Framework of Standards required. Recent experience working in a Vermont school district preferred.

Certifications and Licenses. Holds or is eligible to hold a Vermont Teaching License. Holds the appropriate endorsement(s) for the subject(s) being taught.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to meet the basic competencies and qualifications of the endorsement(s) as listed in the *Regulations Governing the Licensing of Educators and the Preparation of Educational Professionals**
- Subject matter knowledge commensurate with the subject(s) and level being taught in the classroom
- Ability to establish and maintain cooperative and effective working relationships with others, including co-workers, administrators, students and parents
- Knowledge of relevant technology and the ability to integrate it into the classroom learning environment
- Ability to assess a variety of individual learning styles and appropriately meet individual learning needs
- Clear written and verbal communication skills
- Strong organizational and record-keeping skills
- Sensitivity to the developmental stages and well-being of children

PHYSICAL AND MENTAL DEMANDS

Physical ability to perform the essential functions of the job as outlined above, which may include some or all of the following, depending on the subject being taught:

Frequent moving around the classroom and school building in general. Regularly required to see, talk and hear, as well as use hands to keyboard, handle and feel. Subjects such as art, science (labs), and industrial arts require regular use of hands. Some reaching with hands and arms, and bending, kneeling and crouching. Must occasionally lift, carry, move and/or restrain school-aged children. Employee is regularly required to handle stressful situations and resolve conflicts. Must be able to successfully complete all physical and non-physical components of CPI (Crisis Prevention Institute) intervention certification. Close, distance and peripheral vision are required.

EVALAUTION

The Principal or their designee will evaluate the position according to the District evaluation process.

Note: This job description will serve as the conceptual basis for the position's performance expectations. Specific items may be deleted and priorities set for the position through conferencing with the supervisor as part of the evaluation process.

WORK ENVIRONMENT

Work is normally performed indoors, with some possible outdoor activity required. Some classroom environments, such as labs and industrial arts, may involve exposure to hazards such as chemicals and fumes. Noise level is generally moderate and includes sounds of office equipment and voices of students gathered together in a group setting.

*May be found on the Vermont Dept. of Education website
<http://www.state.vt.us/educ/license/index.htm>

***Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. All of the listed functions are important and are in no particular order. This is not an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

APPROVALS

Direct Supervisor:

Name

Signature

Date

Human Resources:

Name

Signature

Date

REVIEWS

Employee:

I have read and understand the responsibilities of my position as described in the preceding job description.

Name

Signature

Date