

TITLE: Classroom Teacher, Secondary Licensure

REPORTS TO: Building Administrator

FAIR LABOR STANDARDS ACT (FLSA): Exempt. (Administrative/Professional)

QUALIFICATIONS:

1. Valid Oregon Teaching License with correct subject area endorsement(s).
2. Ability to supervise secondary school students.
3. Proficiency in administering clubs, activities, and athletics.
4. Demonstrated abilities (written/or oral) to plan classroom instruction around district curriculum guides.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
6. Must be proficient in English both oral and written.

JOB GOAL: Development in assigned students of skill and understanding of subject area. Provide a classroom experience which contributes to individual and group excellence. Promote the development in the classroom of character, leadership, cooperation, and respect for others that will make the student a better citizen.

ESSENTIAL JOB FUNCTIONS:

I. Personal Qualities:

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

II. Instructional Skill

In his/her performance the classroom teacher demonstrates a competent level of knowledge and skill in designing and conducting an instructional experience.

1. Assists in the selection of books, equipment, and other instructional materials.
2. Plans instruction around the State Standards and needs of the pupils as defined by the CIM and CAM requirements as well as diploma requirements and statements of philosophy, contained in the district policy manual.
3. Teaches the skills, knowledge, and processes of the subject area.

III. Classroom Management

The classroom teacher demonstrates in his or her performance a competent level of knowledge and skill in organizing the physical and human elements in the educational setting.

1. Assesses the accomplishments of students on a regular basis and maintains such records as required by law and by district policy.

IV. Student Discipline

The classroom teacher demonstrates the ability to manage the students in the educational setting.

1. Is responsible for the care, discipline and instruction of pupils assigned to your classes, and for any or all pupils assigned to the school.
2. Make and enforce by reasonable means your own rules and regulations and control of respective classrooms, subject to approval of the building administrator.
3. Maintain control of the pupils with reasonable and proper means.
4. Assist in the supervision of pupils in hallways during the passing of classes and during the periods before and after school as they are entering and leaving the building. Part of your responsibilities as instructors is to teach young people to respect property and the physical facilities of the district.

V. Interest in Teaching Pupils

The classroom teacher demonstrates a commitment to each pupil, taking into account each individual's unique background and characteristics. The classroom teacher demonstrates enthusiasm and enjoyment in working with pupils.

1. Assist pupils in learning habits of cleanliness; discourage the use of profane and improper language, encourage neatness in dress and urge pupils to be well-groomed.

VI. Knowledge of subject matter, materials, policies and regulations

The classroom teacher demonstrates a depth and breadth of knowledge of theory and content in general education and subject matter specialization(s) appropriate to the secondary level.

1. Knowledgeable regarding all school district policies and regulations and complies with them.
2. Takes all reasonable precautions to provide for health and safety of the students and to protect equipment, materials, and facilities.
3. Reports and records any injury immediately.

VII. Professional Commitment/Development/Improvement

The classroom teacher demonstrates an awareness of his or her strengths and limitations, and demonstrates continued professional growth.

1. Cooperates with other members of the staff in planning instructional goals, objectives, curriculum and instructional methods.
2. Maintains high professional standards.
3. Uses language appropriate to the classroom, avoiding profanity and offensive language.
4. Keeps current in professional growth, academic area(s), and educational trends.
5. Continuously assesses oneself and makes effort to improve teaching performance.
6. Acknowledges and carries out constructive recommendations of observer.
7. Adjusts to and uses new strategies to meet specified goals and objectives.
8. Is receptive to change.

VIII. Interpersonal Skills/Personal Qualities

The classroom teacher demonstrates the ability to interact effectively with appropriate audiences.

1. Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of the student.

2. Works to establish and maintain open lines of communication with the administration, other staff members, and district patrons.
3. Demonstrates respect for students, parents, and staff.
4. Participates in maintaining a positive public image for the school.
5. Is neat in one's appearance; properly dressed and groomed.
6. Assumes responsibility for the condition of the classroom and protects equipment, materials, and facilities.

IX. School Service

The classroom teacher demonstrates a willingness to share normal school responsibilities and to help with non-instructional school events

1. Supervises students activities as regularly required of licensed staff.
2. Serves on district committees concerned with district curriculum and coordination.
3. Acts as a club, class, committee advisor and/or student advisor providing positive motivation and leadership to students.
4. Assumes other duties as may be assigned by the Administrator.
5. Assumes responsibility for accompanying all assigned students on field trips or other off campus visits.
6. Follows proper procedures when purchasing school items.
7. Follows all District policies and those contained in the appropriate district handbook.

X. Timeliness

The classroom teacher demonstrates a willingness and ability to model appropriate behavior in being timely.

1. Returns requests for information by the date and time specified.
2. Attends all meetings as required; attends in a prompt manner.
3. Submits an inventory of furniture, teaching materials, and books at the end of each year.
4. Fills out properly and submits to the secretary all forms pertaining to grades by the specified date and time.
5. Submits a list of all students absent or tardy to the attendance secretary .
6. Notifies the building administrator in the event of illness.

Physical Qualifications: The physical demands described here 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. If this position is shared between campuses, driving may be necessary.

Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

Terms of Employment:

Contract length, salary and benefits, etc. are as outlined and agreed to in the Collective Bargaining Agreement in effect between Monroe School District #1J and Monroe Teachers Association.

Mandatory Child Abuse Reporting

As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

Evaluation:

Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of licensed personnel.

Reviewed by: _____ **Date:** _____