

Job Title: GENERAL INSTRUCTION (Teacher)

Reports To: Dean of Instruction

Evaluated By: Principal/Dean of Instruction

JOB GOAL: To provide the instruction of assigned students keeping within the law, board policies and administrative regulations. Instruction is the teaching/learning process which includes student guidance, management, skills and knowledge in grade/subject areas taught.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. Possess valid Teaching License with appropriate grade level/subject area endorsement
2. Ability to assist in establishing and maintaining an effective learning climate in the school
3. Ability to interpret and implement all Board policies, administrative regulations and negotiated agreements
4. Ability to assist in the development, revisions and evaluation of the curriculum and instructional services
5. Ability to assist in the development of school plans and organizational procedures for the health, safety, discipline and conduct of students as established by Federal and State laws and/or DC Public School Board regulations
6. Ability to serve as liaison between the school and community, interpreting activities and policies of the school and encouraging parent involvement with the school
7. Ability to provide direction to others and to make independent judgments
8. Ability to work harmoniously with others and to communicate effectively (both orally
9. and in writing) with students, parents, teachers and community
10. Ability to maintain confidentiality when dealing with student, staff and/or parent information
11. Ability to communicate with individuals of varied cultural and educational backgrounds
12. Ability to keep and maintain accurate records and to meet deadlines
13. Perform physical requirements which may include:
 - a. Moderate to extensive degree of physical and emotional stamina
 - b. Frequent and prolonged standing, walking and sitting
 - c. Ability to restrain students in emergency situations
 - d. Frequent and prolonged talking/hearing conversations
 - e. Possess near/far visual acuity/depth perception
 - f. Possible exposure to bodily fluids due to student injury and illnesses

[Teacher-- cont.]

14. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may also be assigned.

1. Meet and instruct assigned classes in the locations and at the times designated
2. Plan and implement a program of study following school goals/curriculum that meet the individual needs and development of students
3. Guide the learning process toward the achievement of curriculum goals; establish clear objectives for all instructional units, projects and lessons to communicate these goals and objectives to students
4. Diagnose the needs and abilities of assigned students and prescribe appropriate learning activities for each student
5. Evaluate each student's growth periodically and develop personalized education plans; assist the specialists in the instruction of special education students
6. Establish and maintain open lines of communication with students and parents/guardians concerning both the broad academic and behavioral progress of all assigned students
7. Assist the Administration in implementing all policies and/or rules governing student conduct the classroom, develop reasonable rules of classroom behavior and procedures, and maintain order in the classroom in a fair and just manner
8. Encourage students to set and maintain appropriate standards of classroom behavior
9. Maintain accurate, complete and confidential records as required by law, Administrative guidelines and School Board policy
10. Confer with colleagues, administration, students and/or parents when necessary
11. Plan and supervise purposeful assignments for Educational Assistants, Special Needs Assistants and/or volunteer(s) and provide input regarding their job performance as appropriate
12. Strive to maintain and improve professional competence through an ongoing program of reading, workshops, seminars, conferences and/or advanced course work at institutions of higher learning
13. Attend staff meetings and serve on staff committees as required
14. Ability to demonstrate knowledge of subject matter, to seek professional growth, improve classroom instruction and to qualify for certification by following both state and federal regulations
15. Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be appropriate to the School Board or Administration
16. Maintains satisfactory attendance, as defined by School Board policy

[Teacher -- cont.]

**CERTIFICATES, LICENSES, REGISTRATIONS, AND/OR TESTING
REQUIRED:**

1. Valid Teaching License or evidence of being Highly Qualified
2. Negative Tuberculin Skin Test Result
3. Bloodborne Pathogens Training
4. Criminal Background Check

PHYSICAL DEMANDS: 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

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

TERMS OF EMPLOYMENT: Days and hours to be arranged, with salary according to current schedule.

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