

Jordan School District
LICENSED JOB DESCRIPTION

Job Title: **Classroom Teacher**

Department / Location: School FLSA Classification: Exempt

Supervisors Title: Principal Contract: Various

Department Approval: [Signature] Date: 10/11/13

ADA Review: [Signature] Date: 10/10/13

Human Resources Approval: [Signature] Date: 10/10/13

Superintendent: [Signature] Date: 10/10/13

Original date: 04/85 Revised: 03/92 Revised: 10/10 Revised: 10/13

GENERAL FUNCTION

The classroom teacher is responsible for creating a positive learning environment where students develop the skills to become critical thinkers, problem solvers, lifelong learners and productive citizens. Teachers maintain a safe environment; establish rapport with students, parents and colleagues; motivate students to develop attitudes and knowledge that will help them reach their potential and be prepared for higher levels of education and career readiness. Teachers differentiate curriculum and use effective research-based methods of instruction according to District and State Core Standards.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

The classroom teacher is responsible to:

- Follow Utah Effective Teaching Standards.
- Fully participate in Professional Learning Communities.
- Teach the core content area(s) outlined in the USOE's Core Curriculum, and adopted by the Board of Education, correlated with other approved learning activities.
- Instruct students in citizenship.
- Meet regular and predictable attendance requirements.
- Develop lesson plans and instructional materials that provide differentiated instruction that meets the needs of all students with particular emphasis on:
 - Improvement of instruction and learning with increased accountability for results;
 - The learner and best practices associated with the learning process;
 - New developments in subject, subject fields, and in specific subject competency
 - Annual test data.
- Translate lesson plans into learning experiences to best utilize the available time for instruction.
- Establish and maintain standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Evaluate student academic growth and proficiency including formative and summative assessments, maintain appropriate records, and prepare progress reports.
- Communicate with parents through conferences, telephone calls, e-mails, student planners, school website and other means to discuss the student's progress.
- Identify student needs and cooperate with other professional staff members in helping students solve health, academic, social and psychological challenges.
- Create a clean and organized environment that is conducive to student learning.

- Integrate technology to support student learning.
- Provide and maintain a safe and supportive environment in the classroom and on the school campus.
- Maintain professional competence through in-service education activities required by the school District and State as well as self-selected professional growth activities.
- Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission.
- Represent Jordan School District in a professional, ethical and positive manner.
- Attend and participate in faculty meetings as required.
- Administer appropriate student attendance policies and procedures.
- Participate in appropriate educator evaluation procedures as per State and District guidelines in accordance with DP311 – Evaluation for Licensed Personnel.
- Participate in faculty committees and the sponsorship of student activities as requested.
- Follow District procurement guidelines with administrative approval.
- Administer group standardized tests in accordance with State and District testing procedures.
- Is responsible for understanding and adhering to all District Policies including but not limited to:
 - AA418 – Discipline of Students – Staff Responsibilities
 - DP342 – Hours of Work
 - AA409 – Scope of Employment
 - DP371 – Employee Information Network Acceptable Use Policy
 - DP311 – Evaluation for Licensed Personnel
 - DP316 NEG – Orderly Termination Procedures – Licensed.

NON-ESSENTIAL FUNCTIONS

- Other duties and responsibilities as assigned by the principal.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Requires a cleared criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a Bachelor's Degree from an accredited college or university.
- Requires a valid Professional Educator License for the State of Utah within the relevant "License Area of Concentration" and, if applicable, "Endorsement".
- Requires No Child Left Behind Highly Qualified Status for NCLB teaching assignments.
- Requires strong oral and written communication skills with students, parents, and staff.
- Requires strong computer and educational technology skills.

- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to implement effective teaching strategies.
- Requires the ability to establish and maintain a positive learning environment.
- Requires the ability to calmly handle classroom management issues.
- Requires the ability to establish and maintain effective working relationships with students, parents, school staff, District staff, and patrons.
- Requires the ability to work as a member of a team as well as the ability to work independently.
- Knowledge of State Core Curriculum and Board of Education adopted guidelines.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers, standard machines used in teacher work room.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, the teacher is regularly required to speak and/or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The teacher is occasionally required to use hands to handle or feel and may be required to climb or balance.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Teachers in P.E., CTE, Theatre and/or Art may be required to occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*