

BOUSE ELEMENTARY SCHOOL DISTRICT #26
Job Description

Title: TEACHER
Reports to: Principal
FLSA Status: Exempt

PURPOSE:

To plan, organize and present instruction and instructional environments which help students learn subject matter and skills that will contribute to their educational and social development.

DECLARATION OF CURRICULAR & INSTRUCTIONAL ALIGNMENT TO THE ARIZONA ACADEMIC STANDARD.

All public schools must submit annually to the Arizona Department of Education (ADE) a declaration of curricular and instructional alignment to the Arizona Academic Standards for language arts (reading and writing) and mathematics (collectively, the “Standards”). The declaration requires affirmations from the governing board, superintendent, and principal, regarding the alignment of curriculum and the evaluation of language arts and mathematic instruction according to the Standards.

The Teacher affirms that: the Bouse Elementary School Governing Board Has adopted a curriculum that is aligned with the Standards and adopted an Evaluation system that assesses whether teachers are integrating the Standards into their instructional practices.

The Teacher agrees to integrate the Standards into their instructional practices.

The Teacher agrees to provide the Superintendent with lesson plans with listed Standards to be taught. Said lesson plans are due every Friday afternoon for the next week of instruction.

DUTIES AND RESPONSIBILITIES

Management of Instructional Time

The teacher has material, supplies, and equipment for each lesson ready at the start of the lesson or instructional activity; gets the class started quickly; gets students on task quickly at the beginning of each lesson; maintains a high level of student time-on task

Management of Student Behavior

The teacher has established a set of rules and procedures that govern the handling of routine administrative matters; has established a set of rules and procedures that govern student verbal participation and talk during different types of activities-whole-class instruction, small group instruction, etc; has established a set of rules and procedures that govern student movement in the classroom during different types of instructional and non-instructional activities; frequently monitors the behavior of all students during whole-class, small group, and seat work activities and during transitions between instructional activities; stops inappropriate behavior promptly and consistently, yet maintains the dignity of the student.

Instructional Presentation

The teacher begins lesson or instructional activity with a review of previous materials; introduces the lesson or instructional activity and specific learning objectives when appropriate; speaks fluently and precisely; presents the lesson or instructional activity using concepts and language understandable to the students; provide relevant examples and demonstrations to illustrate concepts and skills; assigns tasks that students handle with a high rate of success; asks appropriate levels of questions that students handle with a high rate of success; conducts lesson or instructional activities within lesson efficiently and smoothly; makes sure that the assignment is clear; summarizes the main point(s) of the lesson at the end of the lesson or instructional activity.

Instructional Monitoring of Student Performance

The teacher maintains clear, firm and reasonable work standards and due dates; circulates during class work to check all students' performance; routinely uses oral, written, and other work products to check student progress; poses questions clearly and one at a time.

Instructional Feedback

The teacher provides feedback on the correctness or incorrectness of in-class work to encourage student growth; regularly provides prompt feedback on assigned out-of-class work; affirms a correct oral response appropriately, and moves on; providing sustaining feedback after an incorrect response or no response by probing, repeating the questions, giving a clue, or allowing more time.

Facilitating Instruction

The teacher has an instructional plan which is compatible with the school and system-wide curricula goals; uses diagnostic information obtained from tests and other assessment procedures to develop and revise objective and/or tasks; maintains accurate records to document student performance; has instructional plan that matches/aligns objectives, learning strategies, assessment and student needs at the appropriate level of difficulty; uses available human and material resources to support the instructional program.

Interacting Within the Educational Environment

The teacher treats all students in a fair and equitable manner: interacts effectively with students, co-workers, parents, and community.

Performing Non-Instructional Duties

The teacher carries out non-instructional duties as assigned and/or as need is perceived; adheres to established laws, policies, rules, and regulations; follows a plan for professional development and demonstrates evidence of growth.

ADA COMPLIANCE

In compliance with the Americans with disabilities Act, Bouse Elementary School District #26 will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

TERM OF EMPLOYMENT

Length of work year and hours of employment shall be those established by the District.

COMPENSATION:

In accordance with the Board approved salary and benefits.

EVALUATION:

Job performance will be evaluated annually by the Administrator.