

Policy No: 406.01 R1  
Adopted: March 9, 2015  
Revised:

## **JOB DESCRIPTION- TEACHER**

Teachers shall be assigned, supervised, and evaluated by the building principal, and their duties shall include, but not be limited to, the following:

1. Meeting or exceeding district evaluating standards in the areas of instructional performance, classroom organization and management, professional conduct, and personal conduct as outlined in the teacher evaluation form.
2. Adhering to the code of ethics established by the Nebraska State Board of Education's Professional Practices Commission.
3. Prepare and turn in weekly lesson plans. The lesson plans will include the standards that were taught and any multicultural lessons taught. Modify the weekly lesson plans accordingly throughout the year.
4. Planning and supplementing instructional objectives and activities consistent with district approved curriculum guides.
5. Utilize curricula that reflect the diverse educational, cultural, and linguistic backgrounds of the students served.
6. Identify and select different instructional resources and methods to meet students' varying needs.
7. Plan, prepare and deliver instructional activities that facilitate active learning experiences
8. Provide a variety of learning materials and resources for use in educational activities
9. Use relevant technology to support instruction.
10. Directing and supervising the learning activities of assigned students.
11. Supervising behavior in the school environment to maintain the safety and well-being of the students and staff. In addition to classroom activities such supervision may also include playground, cafeteria, and halls.
12. Manage student behavior in the classroom by establishing and enforcing rules and procedures. Maintain discipline in accordance with the rules and disciplinary systems of the school. Apply appropriate disciplinary measures where necessary
13. Initiate, facilitate, and moderate classroom discussions.
14. Selecting material suitable to the educational objectives. Prepare course materials such as syllabi, homework assignments, and handouts. Assign and grade class work, homework, tests, and assignments.
15. Utilizing a variety of analytical and evaluative techniques suitable to the curriculum content.
16. Provide appropriate feedback on work.

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17. Communicating a positive support of the students in their educational development.
18. Observe and evaluate student's performance and development.
19. Tutor students on an individual basis.
20. Recognizing the exemplary influence of the educator over the student. Recognizing that a primary function of teaching is to see that each student is given equal opportunity to achieve at his or her highest level of ability.
21. Communicating with staff, parents, and community through positive professional cooperation. Communicate necessary information regularly to students and parents regarding student progress and student needs
22. Analyzing information and evaluating results to choose the best solution and solve problems.
23. Encouraging and building mutual trust, respect, and cooperation among team members.
24. Keeping accurate records of each student's attendance and progress. Recording grades and other pertinent data on permanent records.
25. Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
26. Developing specific goals and plans to prioritize, organize, and accomplish your work.
27. Suggesting positive recommendations for the continuing review and development of curriculum.
28. Actively participating in a positive manner in scheduled staff meetings and serving on educational and curriculum development committees. Participate in the five year school improvement process.
29. Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction. Maintaining a classroom situation which will be conducive to learning.
30. Participating, as requested, in the budget formation and acquisition process as it relates to the individual's position.
31. Demonstrating an effective use of the English language in both oral and written communications.
32. Establishing long-range objectives and specifying the strategies and actions to achieve them.
33. Plan and supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from those activities.
34. Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
35. If one of your students is having a Student Assistant Team (SAT) Meeting or Individualized

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Education Plan (IEP) Meeting you are required to attend. If a student has an IEP you are required by law that you follow it.

36. Recognizing the extracurricular program as an integral part of the educational development of the student.
37. Dealing with stressful situations.
38. Reports to and is evaluated by the building principal.
39. Minimum physical requirements for the position.

| ACTIVITY                     | SELDOM<br>0-10% | OCCASIONAL<br>11-35% | FREQUENT<br>36-65% | CONSTANT<br>OVER 65% |
|------------------------------|-----------------|----------------------|--------------------|----------------------|
| Standing                     |                 |                      | X                  |                      |
| Walking                      |                 |                      | X                  |                      |
| Sitting                      |                 | X                    |                    |                      |
| Bending/<br>Stooping         |                 | X                    |                    |                      |
| Reaching/<br>Pulling         |                 | X                    |                    |                      |
| Climbing                     | X               |                      |                    |                      |
| Driving                      | X               |                      |                    |                      |
| Lifting<br>30# Max.          |                 | X                    |                    |                      |
| Carrying<br>25 feet          |                 | X                    |                    |                      |
| Manual<br>Dexterity<br>Tasks |                 |                      |                    | X                    |

Operate A-V equipment (TV, VCR, various projectors, recorders, and telephone. Knowledge of computer necessary in some areas.

40. Minimum educational preparation requirements.
  - A. Nebraska Bachelor's degree in education, or equivalent. Master's degree preferred.
  - B. Holds a Nebraska teaching certificate with endorsement in area of assignment, or equivalent.
  - C. Previous successful teaching experience preferred.
41. Teachers in lower grades must be able to assist students with clothing, such as putting on coats, overshoes, mittens, etc.

Policy No: 406.01 R1  
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42. Teachers in lower grades should read books to entire classes or small groups.
43. Teachers in lower grades should involve parent volunteers and/or older students in children's activities, in order to facilitate involvement in focused learning activities.
44. Shall perform such other tasks and duties as may be assigned.

Legal References: §79-101 Teaching Defined.

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| §79-501                       | District Boards, Hiring of Superintendent, Teachers, and Personnel. |
| §79-567                       | Board of Education, Power to Select Officers and Employees.         |
| §79-804<br>Through<br>§79-816 | Certification Requirements.   |
| §79-817                       | Schools, Written Contracts Required.                                |
| §79-859<br>Through<br>§79-871 | Professional Practices Commission.                                  |