

Teachers Job Description

Qualifications

As set by state certification authorities and local School Board policy.

Reports To

Principal/Supervisor

Salary

Per negotiated agreement

Job Goal

To lead students toward the fulfillment of their potential for physical, intellectual, and social-emotional growth and maturation.

Performance Responsibilities

1. Essential Functions
 - a. Communicates and interacts with students, parents, staff, and community.
 - b. Provides an atmosphere and environment conducive to the intellectual, physical, social, and the emotional development of children.
 - c. Develops, selects, and modifies instructional plans and materials to meet the needs of all students.
 - d. Plans and provides for appropriate learning experiences for students.
 - e. Monitors and evaluates student outcomes.
 - f. Supervises students in a variety of school-related settings.
 - g. Maintains appropriate records and follows required procedures and practices.
 - h. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
 - i. Daily lesson plans are essential to an organized, effective teaching situation. Plans must be complete enough so that a substitute teacher can take over the class if necessary.

2. Non-Essential Functions
 - a. Strives to maintain and improve professional competence.
 - b. Monitors appropriate use and care of equipment, materials, and facilities.
 - c. Meets and instructs assigned classes in the locations and at the times designated by the immediate supervisor.
 - d. Prepares for classes assigned, and shows written evidence of preparation upon request of immediate supervisor.
 - e. Assists the administration in implementing all policies and/or rules governing student life and conduct, and, for the classroom, develops reasonable rules of

- classroom behavior and procedure, and maintains order in the classroom and on the campus in a fair and just manner.
- f. Takes necessary and reasonable precautions to protect students, equipment, materials, and facilities.
 - g. Attends and participates in faculty meetings.
 - h. Assists in the selection of books, equipment, and other instructional materials.
 - i. Establishes and maintains cooperative relations with other staff members.
 - j. Provides for his/her own professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning complying with Bismarck Public Schools' professional growth program.

Terms of Employment

Salary and work year to be according to the current and subsequently negotiated schedules and contracts.

Evaluation

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of professional personnel.