



# PALOMINAS SCHOOL DISTRICT #49

## Position Description

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**JOB TITLE:** Teacher  
**DEPARTMENT:**  
**REPORTS TO:** Principal  
**FLSA STATUS:** Exempt  
**SUPERVISORY DUTIES:** None  
**APPROVED ON:** 12/06/11

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**SUMMARY:** Teaches students per approved curriculum to help provide the kind of learning environment that will enable any students at the assigned site to master the academic, social, and motor skills appropriate to age, grade, level, and individual capacity.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Prepares and enforces the course of study, the use of adopted textbooks, programs and the rules and regulations prescribed for schools.
- Develops lesson plans that address the Arizona Academic Standards.
- Monitors and assesses student mastery of the Arizona Academic Standards.
- Maintains student record confidentiality.
- Adjusts instruction to meet individual differences, and specific IEP objectives.
- Works with colleagues and ancillary personnel to develop student programs.
- Participates in staff meetings, professional development activities, and district in-service sessions.
- Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the District.
- Uses effective elements of teaching, such as: lecture, demonstration, and use of technological teaching aids to present subject matter to class.
- Prepares, administers, and corrects tests and records results.
- Assigns lessons, corrects papers, and hears oral presentations.
- Evaluates students on a regular basis and counsels students when adjustment and academic problems arise.
- Discusses students' academic and behavioral attitudes and achievements with parents through biannual teacher conferences and other means as necessitated.
- Keeps attendance and grade records as required by school.
- Coordinates class field trips.
- Encourages students to set and maintain standards of academics and classroom behavior; maintains order in the classroom and on the playgrounds.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Strives to implement by instruction and action the District's philosophy of education and instructional goals and objectives.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Strives to continuously build knowledge and skills through continuing education.
- Provides intervention opportunities for students that do not initially meet standards.
- Participates in extracurricular activities/parent involvement opportunities to promote a general sense of school community.

## **KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate clearly and effectively verbally and in writing.
- Ability to read, analyze and interpret general educational periodicals, professional journals, and procedure manuals.
- Ability to write reports and correspondence.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.
- Ability to use and be able to demonstrate the use of common and specialized equipment and materials related to teaching children.
- Ability to effectively present information and respond to questions from students and the staff.
- Demonstrates group presentation skills.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to establish priority ordering of tasks necessary to complete tasks and convey these understandings and priorities to others.
- Ability to work cooperatively and courteously with staff, students, parents, and community members.
- Ability to cope with job stress while exhibiting patience and tact when dealing with others.
- Perform all duties in accordance with Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.
- Produce accurate work and complete assignments with minimal supervision.

## **QUALIFICATIONS & REQUIREMENTS:**

### **Education & Experience:**

- Bachelor's degree from four-year college or university.
- Valid AZ teaching certificate for area of assignment.
- Highly Qualified in Core Academic Subject Area.

**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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms and grasp. The employee is frequently required to sit, stand, walk, bend, and stoop. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

### **WORK ENVIRONMENT:**

School environment. This position regularly works indoors and outdoors in all weather conditions. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with students, employees and the public.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.*

*The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.*