

BUCKLEY COMMUNITY SCHOOLS

**BOARD OF EDUCATION
BUCKLEY COMMUNITY SCHOOLS**

JOB DESCRIPTION

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The Board of Education authorizes the Superintendent to maintain job descriptions which shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

The job description for the Superintendent shall be defined as a policy of the Board.

All other job descriptions shall be defined as administrative guidelines of the Superintendent.

Job Title: Teacher

Classification: Teacher/Professional Staff

Reports to: Principal

Evaluated by: Principal or Superintendent

Job Summary: To provide instruction to students assigned to his/her classroom for the subject(s) that have been approved by the Board of Education as a part of the building or departmental curriculum.

Essential Duties and Responsibilities:

1. To perform the instructional duties required of a regular classroom teacher first and foremost.
2. To act as a liaison to facilitate effective communication among staff members, parents, community members, other schools in the district, central administration, and the school board.
3. To encourage parent involvement in PTO, school visitation, parent-teacher conferences, and school district accountability.
4. To be aware of instructional procedures of certified staff so that support can be rendered when necessary to students when they seek your assistance.
5. To oversee non-certified staff assigned to assist them and to provide assistance when needed to facilitate fulfillment of their programming and material needs within your assigned area.
6. To provide support and assistance to other staff members dealing with the discipline problems in any area of the school including those requiring parent involvement.
7. To plan for instruction on a daily basis as required to meet the curriculum instructional objectives which include the following as a minimum: able to state clear, student-centered objective; select appropriate content; determines appropriate student behaviors; determine appropriate techniques to evaluate students; and write lesson plans that communicate effectively to substitute teachers in emergency and planned absences.
8. To provide or present information in an organized and efficient manner. This manner shall determine the basic information and content necessary to teach a lesson; organize and present information or content so that it is easily comprehended; models the information process or gives examples; presents information in a manner that the evaluator is able to determine the lesson objective during an observation period; and utilizes visuals, models, technology and media presentations as appropriate.
9. To diagnose the needs and strengths of students to determine if the student has a working knowledge of the lesson's expectations; if the student has the necessary

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- prerequisites for the learning task being presented; is able to group students for instruction based upon the student's needs; is able to check for understanding at appropriate times while presenting a lesson; is able to keep up to date records of student progress; and is able to communicate the diagnosis of student needs to the student.
10. To teach to higher level thinking and problem-solving skills. Be able to ask questions in a manner that causes students to respond at the higher levels of thinking; helps students move from one level of thinking to the next higher level of thinking; provides opportunities for students to make decision, solve problems, and make judgments; is able to analyze student work and determine the level of thinking demonstrated by the students; and plans activities that can be completed at several levels of problem solving and higher level thinking.
 11. To teach in a manner that aids the student's retention of learning; relates new material to previous learning and future expectations; relates new material to area of student interest; provides opportunities for students to apply new learning; assigns homework which is appropriate to the challenge level of students; and uses understandable models/examples in presenting information or concepts.
 12. To provide students with specific evaluative feedback on a frequent and accurate basis. Returns evaluative documents (tests, homework, projects, etc.) in a timely fashion; provides recognition for achievement; and utilizes a variety of evaluation measures.
 13. To plan and make effective use of time, materials, and resources. Organizes classroom space for effective use by students. Identifies and provides materials and supplies to be available when needed as allocated by the District. Blends materials and resources smoothly into a lesson while providing for a schedule of learning activities and follow-up learning activities as needed. Is able to follow school schedules while managing school property in accordance with regulations and policies. Utilizes community resources in instructional activities.
 14. To establish and communicate an effective system for a classroom discipline. Establishes clear expectations for appropriate behavior. Establishes progressive consequences for inappropriate behavior that are clearly expressed to the students. Demonstrates fairness and consistency in handling behavior management. Establishes conditions under which students exercise self-discipline, honesty, leadership and citizenship. Recognizes and reinforces acceptable or positive behavior. Serves as a model for students.
 15. To create a classroom environment which promotes instruction. Report environmental problems as needed to maintain a proper learning environment that maintains a physical environment attractively and coherently organized in relation to required instructional settings and content. This environment should safeguard students' rights, and their mental and physical well-being.
 16. To organize students for effective instruction utilizing groups of students in a variety of ways according to their instructional needs that would promote independent learning after direct instructional activities.
 17. To maintain and submit required student record reports that process accurate, up-to-date attendance and academic records consistent with building expectations. These reports are based on grades using a variety of assessments including a balance of in-

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school and out-of-school work, test scores, and such teacher observables as performances and products. Will submit other reports as required.

Employment Expectations:

1. To have a thorough command of the subject matter to be taught. This shall incorporate knowledge of subject matter by presenting appropriate material to students in an organized fashion; is reading journal articles, books or other professional literature related to his/her teaching assignment ; and is able to respond to student questions in an intelligent manner.
2. To communicate effectively with students, colleagues, administration, and parents. Establish a positive rapport with assigned classes and individual students. Demonstrates empathy in dealing with students, colleagues, and parents. Establishes positive problem-solving relationships with parents in an effort to maintain positive public relations. Is professional in communicating with colleagues, administration and community. Is able to remain objective when in a problem solving situation. Maintains confidentiality, when appropriate. Communicates accurate expectations of students to parents.
3. To establish a healthy classroom climate, one that is supportive and stimulating and one that enhances the self-concept of the student. Promotes a positive classroom climate while establishing clear, classroom rules and expectations involving students in establishing rules, when appropriate. Has a method for routinely determining the climate of the classroom. Has a systematic plan for giving students feedback and/or positive reinforcement.
4. To establish a rapport with each student that is based upon trust and empathy. Provides opportunities for students to be creative, to explore, and to risk. Suspends judgment until all opportunities for students to be creative, to explore, and to risk. Suspends judgment until all information is received and reviewed. Uses student's name when speaking to the student. Is knowledgeable about student interests and student needs. Respects the rights of others.
5. To value the diversity of different cultures and to promote student acceptance of others in and out of the classroom. Has a working knowledge of the concepts of racism and sexism. Avoids sexist and racist vocabulary. Studies cultures other than his/her own. Uses the resources available in the district to promote multi-cultural understanding. Models positive attitudes toward cultural diversity.
6. To gather information, complete assignments in a timely manner; maintain all records required by the school building or District; maintain accurate record(s) of student progress to include CA- 60 records in accordance with district policies; and to have a systematic and defensible method for grading students.
7. To promote a positive professional image of Buckley Community Schools. Attend school functions related to teaching assignments.

Professional Growth Expectations:

1. To adhere to district and building policies, regulations and procedures. Maintain established building schedules. Informs the appropriate administrator or his designee of illness and need for a substitute, with enough time to arrange for coverage of classes or duties.

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2. Prepares daily lesson plans. Provides lesson plans for substitute teachers. Demonstrates caring for District material and equipment. Selects appropriate channels within board policy, regulations, and procedures for resolving concerns/problems. Lives up to the expectation to be on time and perform duties.
3. To abide by the laws of the State of Michigan and adhere to the Standards of Ethical Behavior of the state of Michigan with respect to your professional position.
4. To participate in professional growth opportunities (in service, workshops, conferences, graduate classes, etc) as required and/or approved. Demonstrates support for the goals of the building/district. Demonstrates an openness to change. Remains current in content area(s) as well as teaching practice. Participants in staff development activities, continuing education, and/or professional organizations. Participants in curriculum review or developmental activities. Serves on building and District committees/organizations upon request. Keeps Central Office updated as to college credits gained and is meeting certification requirements. Keeps abreast of educational theory and research and to implement strategies that will increase effectiveness and or efficiency.

Qualifications:

1. Minimum of Bachelors Degree in Education
2. Valid Certification as accepted by the State of Michigan for teaching.
3. Appropriate certification requirements to meet Michigan requirements.
4. Maintenance of Certification requirements to meet Michigan requirements.
5. Any and all other requirements as necessary by the State of Michigan.
6. The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

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

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In signing this job description, you are acknowledging that you have completely read through this document and will comply with the responsibilities and expectations given above for Buckley Community Schools.

Signature of Employee

Date

Printed Name

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