

**Vail School District No. 20**  
**Job Description**

**Job Title:** Teacher

**Department:** School

**Reports To:** Principal

**FLSA Status:** Exempt

**Classification:** Certified Pay Guide

**SUMMARY:** Develops and implements a curriculum program consistent with district educational goals and objectives.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the American with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is illustrative only, and is not a complete listing of all functions and tasks performed by positions in this job class.

Observes and monitors control of students behavior in the classroom, playground, field-trips, lunchroom, library, school buses and other areas.

Establishes, maintains and promotes a classroom atmosphere which ensures the emotional and physical safety and well being of students and emphasizes mutual respect, self-worth, self-discipline, cooperation, consideration and responsibility.

Assesses student needs and develops, implements and evaluates daily lesson plans for students to include scheduled activities and materials. Modifies instruction of program to meet the needs of each child.

Plans, organizes and displays classroom materials, space and time appropriate to curricular activities.

Utilizes and implements classroom management techniques to maintain organization, orderliness and student safety, and a productive learning environment. Utilizes positive reinforcement to maximize desired behavior and educational outcomes.

Plans instruction to achieve specific objectives based upon student need and established curriculum. Implements instructional techniques to encourage and motivate students.

Evaluates written materials to include written assignments and tests. Analyzes and evaluates student progress and course curriculum.

Evaluates the performance of students regarding achievements in curriculum and activities and makes necessary provisions to meet learning needs. Ensures parents and students are informed of methods of evaluation utilized in the classroom.

Informs parents of student progress. Advises parents of instructional methods that may assist student. Informs parents of school activities.

Participates as a member of an instructional team to promote learning activities for students consistent with district and school education objectives.

Notifies site administrator of the special needs of students who display characteristics which vary from the norm. Collaborates with specialists to assist students.

May monitor the activities of a teacher assistant and classroom volunteers.

Orders classroom supplies and instructional materials.

### **SUPERVISORY RESPONSIBILITIES**

This position will supervise students.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

- Bachelor's Degree in Education
- Must meet North Central requirements in respective subject such as: Language Arts, Math, Science, Social Studies, and Foreign Language.
- Any equivalent combination of training, education or experience that meets the minimum qualifications and state certification requirements will be accepted.
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### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Arizona Teaching Certificate

**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 this 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 regularly required to stand; walk; sit; use hands to finger,

handle, feel and type; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Classroom environment Indoors and outdoors All weather conditions/temperatures. Playground environment. Contact with public, employees, children and parents. Exposure to noise, dust, gas and fumes.