

# “IONE SCHOOL DISTRICT”

**JOB TITLE:** Teacher  
**SUPERVISOR:** Administration  
**FLSA STATUS:** Exempt  
**PREPARED BY:** Human Resources

**SUMMARY:** Provide a diagnostic/prescriptive classroom based educational program in a team setting to meet the needs of individual students based upon assessment information.

## **KNOWLEDGE:**

### **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. Individual will hold valid driver's license and have reliable insured transportation for required travel.

### **EDUCATION / WORK EXPERIENCE / LICENSE**

- A valid State of Oregon Teaching License with appropriate endorsements
- A minimum of a Bachelor's degree from an accredited institution

## **RESPONSIBILITIES and ESSENTIAL FUNCTIONS:**

1. Cultivate and model a respectful working and learning environment
2. Annually pass the District's required online training by the District's assigned due-date
3. Follow site and/or District protocol for reporting absences
4. Maintain current licenses and/or certificates required for the position
5. Utilize the District's electronic systems and applications related to the job
6. Promote high levels of achievement in relation to individual student abilities
7. Implement techniques and methodologies appropriate to student abilities
8. Utilize current and relevant subject matter
9. Demonstrate knowledge of and ability to use research-based principles of effective instruction
10. Organize instruction using learning objectives with clearly defined student outcomes
11. Employ teaching strategies congruent with planned student outcomes
12. Select teaching strategies emphasizing student involvement
13. Monitor student learning and pace instruction accordingly
14. Develop and maintain an environment conducive to effective student learning
15. Develop clear classroom behavioral expectations
16. Communicate course goals and academic expectations to students
17. Provide for the health and safety of students in all instructional settings
18. Prepare daily lesson plans and provide instruction predicated on course goals and objectives
19. Implement and communicate appropriate standards-based grading practices
20. Model personal behaviors of honesty, fairness, courtesy and consideration
21. Maintain a cooperative relationship with administration, staff, students, and parents
22. Share appropriate information with parents and with other staff members
23. Work collaboratively in professional learning communities to provide documentation of students' progress
24. Provide timely and accurate feedback/documentation to students, parents, and appropriate staff members
25. Create appropriate homework assignments and provide feedback to students
26. Maintain appropriate records of student performance within district approved grade book
27. Exhibit personal interest and build motivation to encourage student interest in the subject area

28. Maintain an ongoing personal program of professional growth and development
29. Develop and implement annually an approved plan for professional growth and Development
30. Identify and request to attend professional workshop activities intended to increase the teacher's instructional effectiveness
31. Participate in District sponsored in service offerings appropriate to assignment
32. Perform other reasonable duties that from time to time may be assigned to meet the usual and the unusual demands placed on the organization
33. Specific responsibilities and essential functions related to this assignment (\_\_\_\_\_ have) or (\_\_\_\_\_ have not) been attached to this job description

**EFFORT:**

**Mental:**

- Make decisions, assess risk, perform complex work and proceed with insufficient information
- Ongoing shifts in priority and demands require the need for review and integration of diversified functions

**Work Place:**

- Comply with Lone School District Performance Standards
- Work effectively with and responds to people from diverse culture or backgrounds
- Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- Confer regularly with immediate supervisor
- Use and maintain Lone School District property, equipment and materials appropriately
- Follow all Lone School District policies, work procedures and reasonable requests by proper authority
- Maintain the integrity of confidential information relating to data, students, parents, staff or patrons
- Fulfill duties associated with Mandatory Reporting for suspected child abuse or neglect.
- Have regular and punctual attendance, follow instructions, respond to management directions and solicits feedback to improve performance
- Develop job skills necessary to meet changes in the position
- Have regular and punctual attendance at work and work activities, and is punctual in meeting deadlines, attending meetings and following schedules
- All licensed staff will meet the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators and district standards for performance

**Physical:**

- The physical demands described below are representative of those that must be met by an employee to successfully perform the responsibilities and essential functions of this job.

**PHYSICAL REQUIREMENTS FOR RESPONSIBILITIES AND ESSENTIAL FUNCTIONS**

In 8-hour workday, this job requires:

R - Rarely (Less than .5 hrs per day)

F - Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O - Occasionally (.5 – 2.5 hrs per day)

C - Continually (5.5 – 8 hrs per day)

Physical Requirements	NA	R	O	F	C
-----------------------	----	---	---	---	---

Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)				X	
Crawling				X	
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/Pivot				X	
Climbing (stairs)				X	
Climbing (ladder)				X	
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use of wrists				X	
Repetitive use hands squeezing			X		
Fine manipulation				X	
Using foot control		X			
*Pushing/Pulling Maximum weight: 60 lbs.			X		
*Lifting/Carrying Maximum weight: 60 lbs.			X		

\*Identify items typically moved:

---



---

**WORKING CONDITIONS:**

- This position is primarily performed indoors in school buildings. Travel may be required to perform duties and may require working extended hours and on weekends, as well as travel on overnight assignments.
- This position is a full time, ten month position. The lone School District operates under a modified 4 day work week.
- Any changes in contract days will be stipulated in each individual contract. Salary and benefits to be established by the lone Education Association in accordance with negotiated agreement with the lone Board of Directors. Schedule and assignments to be established by the administration.

**ADDITIONAL INFORMATION:**

Employee Unit: lone Education Association  
Pay Grade: TBD (Example: Column 1 - Step 1 to Column 6 - Step 16)  
Approved by: Jerry Copeland, HR Director  
Last revised: Feb. 20, 19

**NOTE:**

The Lone School District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define essential knowledge, skills, responsibilities, effort and working conditions but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

**EMPLOYEE STATEMENTS:**

"I have reviewed the above job description and understand its contents."

"I am aware that my job description may be revised and updated at any time and once notified of changes, I remain responsible for knowledge of its contents."

"I am aware that my job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment with the Lone School District."

"I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities/functions with or without accommodation(s). If I require accommodation(s) in order to fulfill any or all of the responsibilities / essential functions, I agree to provide information to the District regarding the requested accommodation(s)."

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date