



# Lansing Unified School District 469

200 East Mary Street  
Lansing, Kansas 66043  
913-727-1100  
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**Job Title:** Classroom Teacher

**Reports to:** Building Principal

**Purposes and Objectives of the Position:**

The General Education Teacher plans, organizes, and implements an appropriate instructional program in an elementary or secondary learning environment that guides and encourages students to develop and fulfill their academic potential.

**Qualifications:**

- B.A./B.S degree in teaching from an accredited institution or related field teaching
- Kansas State certification in teaching in appropriate subject area
- Meet professional teacher education requirements of school, district, and state

**General Duties and Requirements**

- Plans, prepares, and delivers lesson plans and instructional materials that facilitate active learning.
- Develops schemes of work, lesson plans, and tests that are in accordance with established procedures.
- Instructs and monitors students in the use of learning materials and equipment.
- Uses relevant technology to support and differentiate instruction.
- Manages student behavior in the classroom by establishing and enforcing rules and procedures.
- Maintains discipline in accordance with the rules and disciplinary systems of the school.
- Provides appropriate feedback on work.
- Encourages and monitors the progress of individual students and uses information to adjust teaching strategies.
- Maintains accurate and complete records of students' progress and development.
- Updates all necessary records accurately and completely as required by laws, district policies and school regulations.
- Prepares required reports on students and activities.
- Participates in department, school, district, and parent meetings.
- Communicates necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Establishes and communicates clear objectives for all learning activities.
- Prepares classroom for class activities.
- Provides a variety of learning materials and resources for use in educational activities.
- Observes and evaluates student's performance and development.
- Assigns and grades class work, homework, tests, and assignments.
- Performs other duties as assigned.

**Knowledge, Skills, and Abilities Required:**

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.

The district reserves the right to modify job duties or job descriptions at any time.

Approved by BOE 12/13/21