



USD 290

Job Description

Position Title: Middle School Teacher
Reports to: Building Principal
FLSA: Exempt
Supervises: Teacher Aides and Paraprofessionals as assigned
Modified Date:

Position Summary:

Under the supervision of the Building Principal, the Middle School Teacher will design and implement educational curriculum in one or more academic subjects appropriate for students in middle grades (older than elementary school, bridging the gap between elementary and secondary (high) school). This teacher familiarizes students with basic concepts, while teaching students to think for themselves, ask questions, and embrace their unique personalities. This teacher helps students master subject area specified by the District's curriculum guides; demonstrates that mastery on local, state, and national assessments that are the foundational elements of the school accreditation process; and develops students into mature, able and responsible citizens. As many of their duties will be supervising groups of children without the benefit of additional help or administrative supervision, the job requires significant self-discipline, internal motivation, and sound judgment.

Essential Functions:

Essential functions are the core tasks and responsibilities that define a job and are necessary to be successful in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions of the job include but are not limited to the following:

- Plans and develops an engaging, age-appropriate course of study in the classroom, adhering to educational best practices and state and school district curriculum guidelines.
- Establishes and enforces rules for behavior and procedures for maintaining order among the students for whom they are responsible.
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
- 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.
- Assigns and grades class work, homework, tests and assignments in a timely manner.
- 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.
- Adapts teaching methods and instructional materials to meet students' varying needs and interests.
- 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.
- Confers with parents or guardians, teachers, counselors, and administrators in order to resolve students' behavioral and academic problems.
- Establishes and communicates clear objectives for all learning activities.
- Provides a variety of learning materials and resources for use in educational activities.
- Provides lesson plans, including emergency lesson plans, for substitutes.
- Develops, plans, and implements curriculum, lesson plans, and educational programs for student audiences within areas of expertise.
- Advises, tests, and teaches students audiences in a variety of academic subjects. Presents and reinforces learning concepts within a specified subject or subject area.
- Answers student inquiries and resolves problems related to curriculum and course prerequisites, referring to catalogues, written course descriptions, and other appropriate sources.
- Prepares appropriate documentation and reports on programs and on student progress.
- Trains and supervises aides and paraprofessionals who are assigned to classroom.
- Performs other duties as assigned or deemed necessary.

Supervisory Functions:

- None.

Certifications, Licenses, Education, and Experience:

- Bachelor of Arts and/or Bachelor of Science degree or higher in teaching from an accredited institution or related field teaching is required.
- State of Kansas certification in teaching in appropriate subject area.

Minimum Qualifications:

Minimum qualifications represent the baseline requirements for a job, ensuring that applicants meet the basic standards necessary for successful performance. The items listed below are representative of the knowledge, skill, and/or ability needed to successfully perform the duties of this position.

- Knowledge of:
 - And works within policies, guidelines and procedures and the rights and responsibilities of parents/guardians, students, teachers, and schools as they relate to students assigned to classroom.
 - Child guidance principles and practices.
 - Classroom procedures and appropriate child conduct.
 - Instructional methods and techniques.
 - Program policies, objectives and performance standards.
 - Safe practices in classroom and playground activities.
 - Correct English usage, grammar, spelling, punctuation and vocabulary.
 - Diverse academic, socioeconomic, cultural and ethnic backgrounds of assigned children.
 - Operation of standard office and classroom equipment including a computer and assigned software.
 - Oral and written communication skills.
 - Interpersonal skills using tact, patience and courtesy.
- Ability to:
 - Meet professional teacher education requirements of school, District, and state.
 - Effectively and safely restrain a special needs student as necessary.
 - Assist with curriculum as a member of the IEP Team to meet the varying rates, patterns and needs of all students, including students who extend learning beyond designated outcomes.

- Apply knowledge, experience, and commitment in the areas of race relations, cross cultural understanding, human rights and diversity.
- Cooperatively engage in the professional evaluation process with supervisor to ensure ongoing professional growth and competence.
- Respond effectively to the input from, and coordinate tasks with, district/school personnel as required by assignment.
- Work and to communicate effectively with students, parents/guardians, community members and external groups, verbally or in writing.
- Provide supervision, care and learning activities to preschool-age children in a classroom environment.
- Develop and implement lesson plans, instructional materials and a variety of activities to meet the needs and interests of children.
- Monitor, assess and report progress of children and adjust activities in response to children needs.
- Operate standard office and classroom equipment including a computer and assigned software.
- Analyze situations accurately and adopt an effective course of action.
- Create inclusive environments that honors and supports a diversity of backgrounds and perspectives.
- Engage in self-evaluation with regard to leadership, performance and professional growth.
- Work effectively with a wide range of constituencies in a diverse community
- Skills in:
 - Demonstrating enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
 - Establishing and maintaining cooperative relationships with students, program personnel, parents, co-workers.
 - Working with students, parents and communities of all socioeconomic classes, racial/ethnic groups, and students with special needs in student development, both academic and social; knowledge and sensitivity to diversity issues.
 - Applying judgment and discretion in carrying out department specific procedures, policies, and operational routines pertaining to assigned areas of responsibility.
 - Performing all other related work delegated or required to accomplish the objectives of the total school program.
 - Planning, developing and providing academic, social, adaptive and inclusive programming and support to districts, children and their families.

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.

- Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- Requires standing, stooping, bending, kneeling, reaching, and turning.
- Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.
- May require some travel.
- Demonstrate good personal hygiene.
- Must possess good judgment.

Working 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.

- While performing the duties of this job, the employee works in standard office and/or school building environments.
- The noise level in the work environment is usually moderate.
- Must occasionally work in noisy and crowded environments with numerous interruptions.

Duties listed on this job announcement are intended only as illustrations of the various types to work performed. Omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position. These are not intended to be an exhaustive list of all responsibilities, duties, and skills, required of personnel so classified in this position. The attached job description does not constitute an employment agreement and is subject to change as the District's needs and requirements change.