

**Classroom Instructor/Teacher  
Job Description**

**Burrton, USD 369**

**Purpose:** The Classroom Instructor (Teacher) creates a positive learning environment to facilitate the personal, social, and intellectual development of students. In order to respond to the individual needs and abilities of students, the Classroom Instructor must work closely with other staff and administration of the District.

**Responsible to:** Principal

**Payment rate:** According to negotiated agreement

**Qualifications:**

1. Bachelor's Degree from an accredited college/university
2. Current Kansas State Teaching Certificate on file in the Central Office
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Effectively implement the adopted curriculum.
2. Facilitate the personal, social, and intellectual development of students.
3. Establish a positive learning environment and respond to the individual educational needs of students.
4. Ensure all activities conform to District guidelines.
5. Communicate and work effectively and cooperatively with members of the school district and community.
6. React to change productively and handle other tasks as assigned.
7. Monitor student achievement and teacher (self) effectiveness, and make changes in instructional techniques to improve student achievement.
8. Uses a variety of research-based instructional practices and current resources that support instructional goals and student needs.
9. Uses a variety of data in making instructional decisions.

10. Develops, models, and practices procedures and routines.
11. Work to implement the vision and mission of the District and building.
12. Work with a variety of technology/computer systems.
13. Model commitment and dedication to work.
14. Work independently and without supervision, and complete work in an efficient manner.
15. Uses voice and grammar correctly and effectively.
16. Is a constructive, contributing member of the staff.
17. As needed, plans and coordinates work of aides, assistants, parents and volunteers in the classroom and on field trips.

**Physical Requirements/Environment Conditions:**

1. Requires prolonged sitting or standing.
2. Regularly required to move around a classroom using hands, fingers, speaking, and hearing.
3. Must have physical stamina to maintain job responsibilities.
4. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
6. Must regularly lift or move up to 10 pounds, occasionally lift and/or move up to 25 pounds, and with assistance lift and/or move 50 pounds.
7. Occasional to frequent stooping, bending, kneeling, turning, and reaching.
8. Must maintain appropriate levels of personal hygiene and sanitation.
9. Must work indoors and outdoors year-round.
10. Must be able work in noisy and crowded environments.

**General Responsibilities:**

1. Plan and implement effective lessons, using time, materials and resources effectively.
2. Motivate students through effective communication and evaluative feedback.
3. Display a thorough knowledge of curriculum and subject matter.
4. Demonstrate awareness of the needs of students and provide for individual differences.
5. Set high expectations for student achievement and behavior.
6. Demonstrate effective interpersonal relationships with others.
7. Establish and maintain a positive climate for learning through appropriate classroom management.
8. Maintain current curriculum and instructional practices.
9. Oversees the storage and appropriate use of school-owned property, and requests appropriate repairs as needed.
10. Coordinate and supervise field trips.
11. Assist with the activities of student organizations.
12. Attend and assist when necessary with school events such as music programs, athletics, student recognition ceremonies, graduation, etc...
13. See that district policies are observed during all activities.
14. Obtain advance approval of the Principal for all activities and expenditures.
15. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
16. Assume other duties as assigned by Principal or Superintendent.

**Terms of Employment:** Salary and work year in accordance with the current negotiated agreement.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of Kansas Statutes, Board of Education policy, and the negotiated agreement procedure on evaluation of certified personnel.