



Job Title: Certified Teacher

Job Family: Certified

Pay Program: Certified

Job Code:

Typical Work Year: 10 months

**SUMMARY:** To enable all students to master the skills, acquire knowledge, and develop the social skills necessary for them to reach their full potential as citizens who can successfully meet the challenges of society. Responsible for providing a personalized learning environment that supports each student in achieving to his/her potential. Fulfills professional responsibilities and engages in professional growth.

**ESSENTIAL DUTIES AND PERFORMANCE RESPONSIBILITIES:** *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.*

<b>Essential Duties &amp; Performance Responsibilities</b>	<b>Frequency</b>
1. Teaches knowledge and skills, utilizing the Iowa Core, and using the course of study adopted by the Board of Education and appropriate curriculum publications as guidelines in teaching individual course content.	Daily
2. Instruct students in citizenship and basic subject matter specified in state law, district outcomes, administrative regulations, and procedures of the school district.	Daily
3. Develops lesson plans and instructional activities, which stress complex thinking and mastery of student outcomes.	Daily
4. Provide opportunities for students to develop skills as collaborative workers and effective communicators.	Daily
5. Encourages students to think independently, express original ideas, and work well on their own.	Daily
6. Designs learning activities that will relate course content to the physical world and allow students to transfer what they learn to real-life applications.	Daily
7. Adapts activities to provide individual, small group, or remedial instruction to meet the needs of the individual pupil.	Daily
8. Identifies pupil needs and cooperates with other professional staff members in assessing and assisting students solve health, attitude, and learning problems.	Daily
9. Provides a variety of creative projects and opportunities that encourage problem-solving and higher-order thinking skills.	Daily
10. Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.	Daily
11. Maintains an auditable record of pupil attendance and makes daily reports of student absences.	Daily
12. Assesses each student's achievement and progress.	Daily
13. Communicates with students, parents, stakeholders, and school counselors on pupil achievement and progress.	Daily
14. Prepares and reviews all curriculum materials to ensure their appropriateness and relevance.	Daily
15. Participates in curriculum and other developmental programs within the school of assignment or on a district level.	Daily
16. Assists in recommending books and instructional aids that are appropriate to the interest and maturity level of students.	Daily
17. Utilizes classroom technology as an integrated part of the teaching and learning process.	Daily
18. Administers or monitors group tests.	Daily

19. Maintains professional competence through in-service education activities provided by the district as well as in self-selected professional growth opportunities.	Daily
20. Shares in supervision of student activities as assigned, such as class sponsor, and participates in faculty committees.	Daily
21. Supervises students in field trip activities during the assigned workday.	Daily
22. Address inappropriate student behavior in an appropriate and timely manner.	Daily
23. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.	Daily
24. Performs such other tasks as may be assigned by the principal.	Daily

<b>Personal Performance Criteria</b>	<b>Frequency</b>
1. Works well with others, maintaining positive and effective communication with school personnel and students.	Daily
2. Contributes to creating a positive work environment.	Daily
3. Arrives on time and works consistently until the end of his/her scheduled day.	Daily
4. Takes advantage of professional growth opportunities related to his/her specific job.	Daily
5. Works independently and with confidence.	Daily
6. Demonstrates ability to grasp and adjust to new and changing situations.	Daily
7. Demonstrates initiative and ability to work without close supervision.	Daily
8. Projects a positive image as an educator in the school and in the community.	Daily
9. Uses discretion in handling confidential information and situations.	Daily
10. Maintains a professional appearance appropriate to job responsibilities.	Daily
11. Promotes a positive image of the Dallas Center-Grimes Schools.	Daily

**CRITERIA ALSO CONSIDERED:**

- Strong interpersonal skills
- Commitment to improving student outcomes
- Knowledge and use of community support systems
- Involvement in professional activities
- Evidence of leadership skills
- Instruction is free of cultural, religious, ethnic or gender bias

**EDUCATION AND RELATED WORK EXPERIENCE:**

- A valid Iowa Teaching Certification
- Appropriate endorsement as set by the Department of Public Instruction
- Such other qualifications of academic, professional and personal excellence as the Principal, Superintendent of Schools, and the School Board of Education may specify

**LICENSES, REGISTRATIONS OR CERTIFICATIONS:**

- Criminal background check required for hire
- Mandatory Reporter
- CPR and First Aid certifications are preferred

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

In addition to abilities needed to meet the essential duties and performance responsibilities for the position assigned:

- Ability to diffuse and manage volatile and stressful situations.
- Ability to maintain confidentiality and demonstrate integrity in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, Superintendent Policies, building and department procedures.
- Ability to use technology for instructions communicating data management.
- Abilities to communicate, interact, and work effectively and cooperatively with all people including students of all ability levels, staff, parents, and community.
- Embrace diversity in cultural, ethnics, and educational background of all stakeholders.

- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with typical office equipment, such as telephones, computers, copier, fax machine, E-mail, etc.
- Use of Instructional Technology.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	Position Title	Job Code
Reports to:	Building Principal	
Supervises:	Associates and classroom volunteers	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** The physical demands, work environment factors and mental functions described below 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.

Physical Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feel			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste		X		
Smell		X		
Weight & Force Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

Mental Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy			X	
Coordinate				X
Instruct				X
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

<b>Work Environment:</b>	<b>Amount of time</b>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives		X		
Risk of radiation		X		
Vibration		X		

<b>Vision Demands:</b>	<b>Required</b>
No special vision requirements	X
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>Noise Level:</b>	<b>Exposure Level:</b>
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	

Approved 4-22-19