

**WILLCOX UNIFIED SCHOOL DISTRICT
480 NORTH BISBEE AVENUE
WILLCOX, ARIZONA 85643**

JOB DESCRIPTION

TITLE:

Teacher

POSITION SUMMARY/JOB GOAL:

Prepares lesson plans and instructs students and evaluates progress. Provides a positive learning climate where students may seek fulfillment of their potential for intellectual, emotional and psychological growth and maturation.

REQUIREMENTS:

Valid Arizona teaching certificate is required. Certain endorsements may be required for specific positions. May need to meet North Central Association (NCA) requirements in respective subjects, such as Arts, Language, Mathematics, Science, Social Studies or foreign language. FBI fingerprint background check required.

REPORTS TO:

Principal

ESSENTIAL FUNCTIONS:

(THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED)

- Prepares lesson plans, and instructs students in accordance with the District's guaranteed curriculum.
- Assists with student needs. Develops, implements and evaluates daily lesson plans, including corresponding activities. Explains assignments. Modifies instruction to meet individual students in need of special attention.
- Prepares needed materials.
- Implements and uses classroom management techniques to maintain order, organization and student safety to ensure a productive learning environment.
- Implements and uses instructional techniques that encourage and motivate students.
- Evaluates student's performance and achievements in curriculum and activities, making necessary adjustments to meet learning needs.
- Communicates with students and parents, informing them of evaluation methods and practices, student's progress and instructional methods that may further assist students.
- Participates as a member of the instructional team to promote learning activities for students, consistent with district, school and state academic goals and professional standards.
- Follows site protocol to address special needs students who display characteristics that vary from the norm.
- Monitors the activities of teacher assistants and classroom volunteers.
- Collaborates with specialists as needed, to meet student needs.
- Supervises student behavior in the classroom and elsewhere (playground, cafeteria, etc.)
- Pursues ongoing professional growth and development by attending in-district and out-district training programs and post-graduate courses, as well as through professional journals and by membership in professional teachers organizations.
- Performs related duties as assigned.

PHYSICAL TASKS:

Work involves the performance of duties where physical exertion is often required to perform functions of the position. Assistance is available to perform physically demanding tasks if needed. Work may involve standing for extended time periods, sitting, walking, stooping, bending, reaching and grasping. Occasional lifting and carrying weights up to 50 pounds may be required. Vision and hearing must be acceptable to perform job functions. Verbal communicative ability required in public contact positions.

MENTAL TASKS:

Communicates and comprehends verbally and in writing. Reads, analyzes and evaluates student performance and course curriculum. Performs functions from electronic, oral and written instructions and from district policies. Evaluates various written materials, including assignments and tests.

EQUIPMENT, AIDS, TOOLS AND MATERIALS:

Uses blackboards, whiteboards, easels, bulletin boards and other instructional equipment. Operates standard office equipment, such as telephones, typewriters, computers, printers, fax machines and copiers. May use electronic interactive equipment (video, etc.) and other electronic instructional media.

WORKING CONDITIONS:

Works indoors – classroom environment. Outdoors – playground, exposure to all weather conditions and temperatures. Exposure to noise, dust and fumes. Extensive contact with students, parents and teachers.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of support staff (GDO).

APPROVED BY: _____ DATE: _____
(Superintendent)

REVIEWED AND
AGREED TO BY: _____ DATE: _____
(Incumbent)