

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Elementary Teacher	
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO: School Administrators
EDUCATION:	Bachelor's Degree or Higher Appropriate Endorsements for Assigned Subjects and Levels Knowledge of Child Growth and Development at each Level of Instruction	FLSA Status: Exempt
LENGTH OF WORK YEAR:	190 Days Per School Year	
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
GENERAL JOB DESCRIPTION:	<p>This job applies to elementary teachers, unless otherwise identified by a specific teaching assignment in an alternate job description. Additional responsibilities and qualifications may be added for a specific position by the supervisor.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the SDS sheets. Responsibilities include student safety and security.</p>	

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Understand how learners grow and develop cognitively, linguistically, socially, emotionally, and physically.
2. Design and implement developmentally appropriate and challenging learning experiences which allow learners to use critical thinking, creativity, and collaborative problem solving and promotes mastery of curriculum content.
3. Ensure learning environments are inclusive and mindful of individual differences and diverse cultures and communities.
4. Create environments that support individual and collaborative learning.
5. Use a variety of instructional strategies, techniques, and discussions which promote a deep understanding of content areas and their connections.
6. Implement Common Core and District adopted curriculums with fidelity, rigor, purpose, and planning.
7. Communicate student progress and concerns with parents/guardians.
8. Understand and use multiple assessment methods to engage learners, monitor learner progress, and guide instruction.
9. Implement classroom procedures that foster management of student behaviors while maintaining respect and rapport.
10. Set rigorous learning goals for students.
11. Grow and develop professionally to ensure current methodologies are being used and professionalism is demonstrated.
12. Supervise and support volunteers, paraprofessionals, and others in a positive way.
13. Supervise students and assist in maintaining a safe environment at all times.
14. Maintain accurate records and communicate both written and verbal information effectively.
15. Uphold regular attendance at work and work activities.
16. Attend work dressed and groomed in a neat, clean, appropriate manner for the assignment and work setting.
17. Maintain the integrity of confidential information relating to a student, family, colleague, or district patron.
18. Maintain professional boundaries with students, including use of appropriate language, appropriate physical contact, and the use of technology such as email, text messages, or social networking internet sites.
19. Effectively use technology including internet, email, and electronic communications to enhance instruction and student learning.
20. Follow all District and supervisor policies and directives.
21. Comply with applicable state, local and federal laws, rules, and regulations.
22. Adhere to all standards established by Teachers Standards and Practices Commissions (TSPC) for the Competent and Ethical Educator.
23. Adhere to all Oregon Administrative Rules, related to licensed educators inclusive of Mandatory Reporting.

24. Maintain appropriate licenses and training hours as required to implement this position.
25. Regular attendance is an essential function of this position.
26. Other duties as assigned.

WORKPLACE EXPECTATIONS

- ✓ **Attendance and punctuality:** The employee has regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, following schedules, and responding to communications.
- ✓ **Personal appearance:** The employee is dressed and groomed in a neat, clean, appropriate and professional manner for the assignment and work setting.
- ✓ **Confidentiality:** The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and the best interest of the individuals involved.
- ✓ **Following policies and directives:** The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable job descriptions, and reasonable requests by proper authorities.
- ✓ **Setting appropriate boundaries with students:** The employee maintains professional boundaries in his or her relationships with students, including use of appropriate language, appropriate physical contact, and the use of technology such as email, text messages, or social networking internet sites.
- ✓ **Collaboration:** The employee maintains relationships with other staff members that are characterized by mutual support, cooperation, and respect and that build a school culture of collaboration focused on student learning.
- ✓ **Appropriate use of technology:** The employee will use internet, email, and electronic communications only for educational purposes or sharing information about school-sponsored events. The use of personal electronic devices is not allowed during class time.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance:					
If required, lifts over <u> 35 </u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount carried by worker without assistance:					
If required, carrying over <u> 20 </u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.	X				
51-75 lbs.	X				
76-100 lbs.	X				

> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker:					
Distance: <u>5-20 feet</u> Type of Surface: (i.e. level, carpet, tile): <u>Vinyl Floor</u>					

ENVIRONMENT (WORK CONDITIONS)*	
Works Inside <u>95 %</u> of the time	/ Works Outside <u>5 %</u> of the time.
Temperature Extremes: No	
Works on or around moving machinery or mechanical parts: Yes or No (Circle One)	

*Varies by location and season of the year.

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop			X		
Twist			X		
Crouch/Squat		X			
Kneel		X			
Crawl	X				
Walk-Level Surface			X		X
Walk-Uneven Surface			X		X
Climb Steps			X		
Climb Ladder			X		
Work at Heights		X			
Reach at or Above Shoulder		X	X		
Reach Below Shoulder		X			
Use of Arms				X	
Use of Wrists				X	
Use of Hands				X	
Grasping/Squeezing				X	
Operate Foot Controls	X				

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting			X			1	2
Standing				X			
Walking				X			
Change Positions			X				

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

_____ Employee Signature _____ Date

Employer Representative (Immediate Supervisor):

_____ Title _____ Signature _____ Date

Prepared by: Director of Human Resources

In the event of an on the job injury:

For physician to complete:

Is this job appropriate? Yes No Date of Release: _____

If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____

Physician's Signature

Date