



## Lone Jack C6 School District Certified Teacher Job Description

<b>Reports to:</b>	Building Level Principal	<b>Department:</b>	Faculty
<b>Type of Position:</b>	Contracted	<b>Classification:</b>	Exempt
		<b>Length of Contract:</b>	169 Days

### **Qualifications:**

**Education:** Bachelors degree or higher in Education

**Certificates, Licenses, Registrations:** Valid Missouri Teaching Certificate

*A valid Missouri teaching certificate and complete transcript(s) of college credit must be on file for each teacher before the beginning of each new school year. It is the duty of each teacher to possess a valid certificate that covers the academic year (the teaching assignment/s and all other areas listed on the certificate). The teacher must assure that all professional development requirements and other DESE requirements are met to keep certification current.*

### **Summary**

The job of Teacher was established for the purposes of providing support to the instructional process by serving as a teacher with specific responsibility for supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

*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, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Essential Duties and Responsibilities**

An individual who holds this position is required to:

#### **Content Knowledge Aligned with Appropriate Instruction**

Plans the year so students will meet high standards and perform well on external assessments  
Makes connections to prior knowledge, experience, and reading  
Designs lessons focused on measurable outcomes aligned with Missouri Learning Standards and District Priority Standards

### **Student Learning, Growth & Development**

Designs lessons that are relevant, engaging, and promote critical thinking and problem solving  
Designs lessons that are motivating and target all learning needs, styles, and interests  
Differentiates and scaffolds instruction to accommodate all students' learning needs  
Assigns appropriate homework, holds students accountable for turning it in, and provides feedback

### **Curriculum Implementation**

Conveys high expectations and instills in each student a desire to master the material  
Gives students a clear sense of purpose by posting the unit's essential questions and the lesson's objectives  
Takes responsibility for students who are not succeeding and gives them extra help

### **Critical Thinking**

Has students actively think about, discuss, and use the ideas and skills being taught  
Frequently checks for understanding and gives students helpful feedback

### **Positive Classroom Environment**

Clearly communicates and consistently enforces high standards for student behavior  
Is fair and respectful toward all students and builds positive relationships  
Teaches routines, procedures, and expectations and has students maintain them all year  
Maximizes academic learning time through lesson momentum and smooth transitions

### **Effective Communication**

Gives parents clear expectations for student learning and behavior for the year  
Responds promptly to parent concerns and makes parents feel welcome in the school  
Promptly informs parents of behavior and learning concerns, and also updates parents on good news  
Updates parents on the curriculum and suggests ways to support learning at home

### **Student Assessment & Data Analysis**

Diagnoses students' knowledge and skills and makes adjustments based on the data  
Uses data from formative assessments to adjust teaching, re-teach, and follow up with struggling students  
Analyzes data from assessments, draws conclusions, and shares them appropriately  
Prepares diagnostic, on-the-spot, formative, and summative assessments to monitor student learning

### **Professionalism**

Has good attendance, is punctual and reliable with paperwork, duties, supervision, and assignments  
Is ethical and forthright, uses good judgment, adheres to policies, maintains confidentiality

Has a confident, dynamic presence, captures and maintains students' attention & maintains composure

### **Professional Collaboration**

Seeks out and implements effective teaching ideas from colleagues, workshops, and other sources

Collaborates with colleagues to plan units, share teaching ideas, and look at student work

Contributes ideas, expertise, and time to the overall mission of the school and is a positive team player

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Conditions and Environment**

The work environment is consistent with a typical office environment. Rarely, an individual who holds this position must work outside in rain and snow, and temperatures above 100 degrees and below freezing.

*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 essential functions.*

### **Physical Demands**

An individual who holds this position must frequently move in and around buildings and grounds to visit classrooms, attend meetings, and supervise students. They also may be required to sit for an hour or more at a time. This individual must be able to hear and engage in a conversation effectively in a noisy environment.

### **Attendance**

Regular and consistent attendance is an essential function of this position.

### **Evaluation of Performance and Employment**

The evaluation of performance will be conducted by the Building Principal based on locally developed standards, which align to the Missouri Educator Evaluation System, Teacher Standards. These locally developed standards are consistent with the items listed in the Essential Duties and Responsibilities section of this document. The teacher will be considered for employment at the regular March meeting of the Board of Education, as per the recommendation of the Building Principal. Employment of teachers shall be in accordance with the provisions of Missouri Law, Section 168.

*As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age or use of leave protected by the Family & Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.*

*Please report any incidents of bullying or harassment to your building*

*Title IX Coordinators & Compliance Officers.*

*Lone Jack Elementary*

*Jesi Cygan, Principal*

*600 N Bynum*

*[jcygan@lonejackc6.net](mailto:jcygan@lonejackc6.net)*

*816-697-3539*

*Lone Jack Middle & High School*

*Todd Brendel, MS Principal*

*313 S Bynum*

*[tbrendel@lonejackc6.net](mailto:tbrendel@lonejackc6.net)*

*819-697-3539*

*Revised January 2020*