

**Notus School District #135**  
**25257 Notus Rd.**  
**Caldwell, ID 83607**  
**(208) 459-7442**

**JOB TITLE: Teacher**

**SUPERVISOR: Building Principal**

**Job Summary:**

To help students learn subject matter and skills that will contribute to their development as mature, able and responsible individuals. This person shall report directly to the principal or designee.

**Supervisory Responsibilities:**

Supervises classroom, students, assigned educational paraprofessionals and volunteers.

**Certification Requirements:**

Hold a valid Idaho Standard Teaching Certificate with endorsements in assigned teaching position(s).

**Essential Duties:**

- Administers And Develops subject specific assessments for the purpose of assessing student competency levels and/or developing individual learning plans.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress towards objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Demonstrates and Differentiates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addressing individual student requirements.
- Instructs students for the purpose of improving their success in academics through a defined course of study.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Monitors students in a variety of educational environments (e.g. classroom, school grounds, hallways, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Participates in a variety of meetings and professional development activities for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of written materials (e.g. grades, lesson plans following scope and sequence, correspondence with parents and students, examinations and quizzes, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, zero tolerance offenses etc.) for the purpose of maintaining personal safety of

students, providing a positive learning environment and adhering to state law and board policies.

- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing appropriate personnel for resolution.
- Performs other tasks as assigned by the Principal/Superintendent.
- Other Duties as Assigned.

### **Job Specifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required):**

- Ability to read and write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from staff, students, parents, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to apply knowledge of current research and theory to instructional program
- Ability to plan and implement lessons based on school objectives and the needs and abilities of students.
- Ability to work in a friendly manner and to develop effective working relationships with students, staff, and parents.
- Ability to perform duties in accordance with Board of Education policies and procedures.
- Ability and willingness to spend time before/after school hours.
- Possesses computer skills necessary for this position. Working knowledge of PowerSchool software program preferred.

### **Working Conditions & Physical Requirements:**

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and reach overhead. While performing the duties of this job, the employee stands and talks and sometimes walks and sits. The employee is directly responsible for safety, well being, or work output of other people. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment or outdoors. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

**Schedule, Salary and Benefits:**

- Schedule is the standard teacher contract days.
- Salary is based on education and experience within the current Master Agreement approved by the Board for the current Fiscal Year.
- Comprehensive benefit package for full time employees working more than 20 hours per week.
- ~~Six-month Probationary Period~~

**Performance Appraisal:**

- Annual evaluation by the Principal and/or Superintendent

*This job description in no way states or implies that these are the only duties to be performed by this employee. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. The Teacher will be required to follow any other instructions and to perform any other related duties as assigned by the Principal, Superintendent or appropriate administrator. Notus School District 135 reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

Employee Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



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