



Smithton R-VI School District

505 South Myrtle, Smithton, MO 65350-1038

www.smithton.k12.mo.us Fax: 660-343-5389

POSITION: High School Teacher

QUALIFICATIONS: Valid Missouri Teaching Certificate (Content Specific).

REPORTS TO: High School Principal

JOB GOAL: To encourage, engage and educate all children by fostering a productive learning environment for young adults and to provide programs for all students ensuring acquisition of skills necessary for students to complete and to be prepared for college, post-secondary vocational or technical school, or the skilled workforce.

GENERAL RESPONSIBILITIES:

1. Adapts instructional material as necessary to meet the needs of all students, including aptitudes and interests.
2. Assesses student accomplishments on a daily basis, including formal and informal assessment.
3. Assigns independent learning activities to students which are appropriate to their individual needs.
4. Assists new students in adjusting to school.
5. Assists students in establishing high standards of conduct.
6. Attends all IEP, parent, and other conferences directly related to their students.
7. Keeps abreast of current instructional practices.
8. Regularly communicates to parents the academic program of students. Increases the frequency of communication to those parents whose children are experiencing low academic success or a significant change in academic performance.
9. Completes quarterly reports on each student and maintains complete accurate attendance and grade reporting records.
10. Coordinates and creates interdisciplinary lessons and uses curriculum materials to meet a variety of teaching strategies and learning objectives.
11. Encourages students to think independently and creatively.
12. Establishes a positive climate for learning.
13. Selects and requisitions teaching materials which are appropriate for classroom instruction.
14. Evaluates student work consistently and according to district policies.
15. Regularly displays student work within the classroom/school building.

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16. Attends parent/teacher conferences and school activities as required by the school administration.
17. Attends the annual PTO Open House held in the fall of each school year.
18. Chaperones school-sponsored field trips as necessary.
19. Assists students in activities associated with school-approved non-curricular activities.
20. Cooperates with other teachers in teaching and non-teaching assignments.
21. Counsels students on educational and personal problems and defers to the counselor when appropriate.
22. Provides equal educational opportunity for each child.
23. Participates in curriculum planning and development and actively considers and evaluates new educational programs and strategies.
24. Follows curriculum guides and teaches to accomplish learner outcomes established and approved by the school district.
25. Assists in identifying learning needs of exceptional children.
26. Implements BOE policies of students' discipline, assists in investigation of attendance problems, investigates complaints about student conduct, and investigates student complaints and grievances.
27. Makes referrals to other professional staff personnel.
28. Develops adequate lesson plans extensive enough for use by substitute teachers.
29. Keeps the administration informed concerning learning and discipline problems of students.

TERMS OF EMPLOYMENT: Salary and year to be established annually by the Board of Education.

EVALUATION: Performance of this position will be evaluated annually in accordance with provisions of the BOE's policy on evaluation of teachers.

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