Job Description

Liberty Public Schools

Teacher - High School

Purpose Statement

The job of Teacher - High School is done for the purpose/s of providing support and expertise to the instructional process by serving as a high school teacher with specific responsibility for developing student success in academics (e.g. language arts, mathematics, science, history, etc.) or skills (e.g. art, music, physical education, etc.) developing lesson plans and delivering group and/or individual student instruction within established curriculum guidelines; supervising students within the classroom and other assigned areas; 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 and/or legal guardians regarding instructional program and student progress.

Essential Functions

- Administers subject specific assessments, district and/or state tests (e.g. MAP, etc.) 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 and student achievement; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Analyzes test data and plans instructional responses for the purpose of enhancing student achievement.
- Assesses student progress towards objectives, expectations and/or goals for the purpose of providing feedback to students, parents, administration, and/or seeking the assistance of district specialists.
- Collaborates with professional learning communities, instructional staff, other school personnel, parents, business partners, and a variety of community resources for the purpose of improving the overall quality of student outcomes and achieving established classroom objectives in support of the school improvement plan.
- Counsels students for the purpose of improving performance and problem solving techniques.
- Demonstrates methods required to perform classroom and/or subject specific assignments (e.g. language arts, mathematics, science, history, etc.) for the purpose of providing an effective program that addresses individual student learning requirements.
- Differentiates classroom work and integrates district initiatives (e.g. literacy plan, diversity plan, technology requirements, etc.) for the purpose of providing students with instructional materials that address individualized learning to increase student achievement; and incorporating technology and educational initiatives to improve the learning environment for all students.
- Directs para-professionals, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Facilitates student learning (e.g. creating a learning environment, integrating technology, arranging field trips, organizing age-appropriate activities, etc.) for the purpose of achieving success in academics, interpersonal, and daily living skills through delivered lesson plans.
- Instructs students for the purpose of improving their success in academics through a defined course of study.
- Interacts continually with students for the purpose of educating them.
- Maintains a variety of confidential and non-confidential manual and electronic files and records (e.g. grades, test scores, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Manages student behavior for the purpose of creating a safe and caring environment throughout all facets of the school program.

- Monitors students in a variety of educational environments (e.g. classroom, campus grounds, field trips, clubs, athletic/activity events, graduation, dances, etc.) for the purpose of providing a safe and positive learning environment.
- Participates in a variety of meetings (e.g. PLC, staff, SAP, department, faculty, conference periods, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of written materials (e.g. grades, attendance, anecdotal records, lesson plans, progress reports, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to education code and school policies.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Responds to inquiries from a variety of sources (e.g. students, teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age-appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands:

occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling, and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired.

Education: Bachelor's degree in job related area.

Required Testing

None Specified

Certificates and Licenses

Missouri State Teaching Certificate

Continuing Educ./Training

Units of Continuing Education

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

11/01/2019

Pay Grade

See Certificated Salary Schedule

Revised Date