

# YKSD JOB DESCRIPTION



<b>JOB TITLE:</b> Teacher	
<b>SUPERVISOR:</b> Site Administrator	<b>CLASSIFICATION:</b> Certified (MYEA)
<b>DAYS/MONTHS</b> 188/190 Days	

## **GENERAL RESPONSIBILITIES**

Instruct students in multiple grade levels and subject areas using appropriate district curriculum. Creates a positive and effective learning environment for all students. Provides strong academic, social, physical and emotional growth for all students.

## **DUTIES & EXPECTATIONS**

### **Domain 1: Planning and Preparation**

- Sets Instructional Outcomes as aligned with the Alaska State Standards
- Designs coherent instruction using local resources and technology
- Designs summative and formative student assessments related to instructional outcome

### **Domain 2: Classroom Environment**

- Creates an environment of respect and rapport conducive to learning
- Establishes and communicates classroom procedures with students and families
- Establishes and models positive student behavioral expectations

### **Domain 3: Instruction**

- Uses questioning and discussion techniques to effectively engage students in learning
- Uses assessments to guide instruction and increase student ownership of learning objectives
- Demonstrates flexibility and responsiveness to student learning needs and difference

### **Domain 4: Professional Responsibilities**

- Maintains accurate records and updates online grade book regularly
- Communicates frequently with students and families to engage them in the instructional program
- Demonstrates professionalism through positive interactions and collegial support

## **EQUIPMENT USED**

Computer, printer, copy machine, SmartBoard, video-conference, video projector, personal smart devices (iPad, tablet) and other equipment needed to develop and present an appropriate instructional program. Computer software including word processing, e-mail, Internet access software, Google Docs, and software approved and adopted by the district and/or building such as student grade report programs.

## **INDEPENDENT DECISIONS**

Independent decision-making expected, verifying course of action with supervising building principal or district administrator as needed, based on School Board policy, district and/or building rules.

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## **PRIMARY WORKING CONTACTS**

Certified and classified staff in the building, building administrators, parents, and students.

## **SUPERVISION RECEIVED AND EXERCISED**

The teacher is supervised by the building principal. The teacher is responsible for the safety and supervision of all students assigned to his/her classroom or other duty assignment.

## **UNUSUAL WORKING CONDITIONS**

Requires being outside in extremely cold temperatures at times. Some evening and weekend work will be required. Attending village/cultural events encouraged. High volume of work and strict adherence to workload may be stressful; frequent deadline and/or pressure situations. Travel in small aircraft required.

## **EVALUATION**

Written evaluation, annually or more frequently, in accordance with district policy, by the building administrator or other appropriate district administrator.

## **PHYSICAL AND MENTAL DEMANDS**

The physical demands of this position require frequent standing, walking, sitting, speaking, hearing and the ability to withstand extended periods of time (between 3-4 hours) without a break. Specific visual abilities are also required. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 40lbs and to safely restrain out of control students who present a danger to self or others. The employee must be able to understand vague and implicit instructions, be able to readily recall facts and details, handle conflict, and make effective decisions under pressure.

## **QUALIFICATIONS**

Bachelor's degree or higher  
Valid Alaska teaching certificate  
Meet all state and federal requirements