

Position: Early Literacy Teacher
Term: 9 Months
Classification: Certified/Exempt
Qualifications: Bachelors Degree and a valid Missouri Teaching Certificate
Supervisory: Supervises students at all times
Reports to: Principal

Teachers are responsible for providing direct instruction to students and maintaining an environment conducive to learning

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.

General Expectations:

- Supports the mission of Joplin Schools
- Supports the value of education
- Complies with the privacy rights of students
- Safeguards confidential and/or sensitive information
- Communicates effectively with all the members of the school district and community
- Provides excellence in customer service both internally and externally
- Reacts to change productively
- Keeps abreast of new information, innovative ideas and techniques
- Maintains accurate records and filing systems for accountability and audit purposes
- Ensures that all activities conform to district and state guidelines

Essential Functions

An individual who holds this position is required to:

- Provide instruction to students
- Create and implement a classroom disciplinary plan
- Create lesson plans and activities to implement and supplement instruction
- Participate in building, grade level and subject area committees
- Participate in professional development activities
- Maintain accurate student records including attendance, grades and discipline
- Complete and submit forms and required reports in a timely manner
- Communicate regularly with parents regarding progress and other educational concerns
- Participate as a member of an IEP team, 504 team or other student assistance teams as requested
- Implement special educational plans such as 504 plans, individual educational programs and individual health plans

- Report suspected abuse, neglect, discrimination and harassments as directed by Board policy
- Prepare lesson plans for use by a substitute teacher

Subject area teachers may have additional duties and responsibilities

Supervisory Duties

Supervise students at all times

Skills and Abilities

Language

An individual who holds this position must have the ability to:

- Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance
- Complete forms, write reports and engage in written correspondence with parents
- Present information effectively and respond to questions
- Write clear and complete lesson plans

Computation

- An individual who holds this position must have the ability to:
- Work with mathematical concepts such as probability and statistical inference
- Apply concepts such as fractions, percentages, ratios and proportions to practical situations

Reasoning

- An individual who holds this position must have the ability to:
- Solve a variety of problems in many different situations
- Interpret instructions presented in written, oral, diagram or schedule form
- Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students

Other Skills and Abilities

- An individual who holds this position must have the ability to:
- Identify needs and abilities of individual students and to adapt instructional methods accordingly
- Establish and maintain effective relationships with students, peers and parents
- Perform multiple tasks simultaneously

Technology

- An individual who holds this position must have the ability to:
- Perform basic computer functions such as word processing and internet use
- Use district software for recording grades and finding student information
- Utilize smart boards, projectors and other instructional technology provided by the district

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.

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Physical Demands

An individual who holds this position must have the ability to:

- Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously
- Move around the classroom
- Read handwritten or printed material

Attendance

Consistent and regular attendance is an essential function of this position.

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 individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess.