

**West Franklin U.S.D. # 287  
Classroom Teacher  
Job Description**

**TITLE:** Classroom Teacher  
This job is classified as an exempt position under the Fair Labor Standards Act.

**PAYMENT RATE:** According to Negotiated Agreement

**RESPONSIBLE TO:** Superintendent of Schools

**QUALIFICATIONS:** Shall have the following on file in the Central Office:

- Completed Employment Application
- Current Kansas State Certification
- Health and Inoculation Certificate
- Official transcript/Credentials
- Copy of Birth Certificate
- Copy of Marriage License (if applicable)
- Loyalty Oath
- I-9
- Copy of Social Security Card
- Copy of Drivers License
- Completed W-4
- KPERS Application
- Desire to continue career improvement

**GENERAL RESPONSIBILITIES:**

**Quality Indicator 1: PLANNING AND PREPARATION**

**Content & Pedagogy**

1. Knowledge of content in assigned subject areas
2. Follows district curriculum, including state standards
3. Knowledge at appropriate pedagogy level

**Knowledge of Students**

1. Knowledge of characteristics and interests of age group
2. Has knowledge of students' learning styles and uses those styles
3. Knowledge of students' skills and ability levels
4. Knowledge of students' cultural heritage

## Planning and Preparation (continued)

### **Instructional Objectives**

1. Objectives are clear and relevant
2. Goals are suitable for diverse students
3. Goals are based on state and local standards

### **Coherent Instruction**

1. Uses a variety of instructional techniques
2. Instructional resources and technologies support the lessons
3. Instructional groups are varied and relevant
4. Lesson and unit structure are clear, coherent and flexible
5. Plans activities that encourage students to think critically

### **Student Learning**

1. Classroom assessments are aligned with instructional objectives
2. Classroom assessment criteria and standards are clearly communicated
3. State and local assessment results are used to plan lessons/re-teaching skills

## **Quality Indicator 2: CLASSROOM ENVIRONMENT**

### **Positive Learning Environment**

1. Teacher-student interaction is one of respect, care and concern
2. Students' interaction is one of respect, care and concern
3. High learning expectations for ALL students is evident

### **Classroom Procedures**

1. Transitions within the lesson are effective
2. Effectively manages materials and supplies
3. Performance of non-instructional duties is evident
4. Para-educators are used effectively
5. Class starts on time and time is well managed

## Classroom Environment (continued)

### **Student Behavior**

1. High standards of behavior are expected from all students
2. Student behavior is managed appropriately
3. Response to misbehavior is addressed effectively

### **Physical Space**

1. Safety and arrangement of furniture maximizes learning
2. Physical resources are accessible
3. Classroom is organized to maximize student learning

## **Quality Indicator 3: INSTRUCTIONAL PROCESS**

### **Communications**

1. Teacher directions and procedures are clear
2. Teacher's oral and written language is clear and expressive

### **Questions and Discussion**

1. Uses a wide range of questioning techniques
2. Discussion techniques are effective
3. Appropriately responds to student questions/comments

### **Engages Students**

1. Uses a variety of instructional techniques
2. Gives opportunities to apply and use information beyond memorization
3. Grouping of students maximizes learning
4. Lessons are flexible
5. Allows time for practice
6. Student participation or time-on-task is evident

### **Feedback to Students**

1. Feedback is timely, accurate, constructive and specific
2. Communication with students is ongoing

## Instructional Process (continued)

### **School Improvement Strategies**

1. Students are aware of school improvement strategies
2. Teacher effectively implements school improvement strategies

## **Quality Indicator 4: Professional Responsibilities**

### **Record Keeping**

1. Teacher submits required paperwork in a timely manner
2. Maintains non-instructional records
3. Keeps accurate and timely records of student's grade

### **Communication**

1. Adequately prepares for substitutes
2. Shares individual student's information when appropriate
3. Collaborates with special personnel
4. Communicates with parents
5. Is accessible to parents
6. Communicates with support staff and administration

### **Contribution to School System**

1. Positive relationship with colleagues
2. Active in School Improvement process
3. Works well with other staff to contribute to total school program

### **Professionalism**

1. Demonstrates professionalism working with administration and staff
2. Uses appropriate communication channels (chain of command)
3. Uses professional judgment, discretion and confidentially
4. Supports district goals and policies
5. Maintains acceptable standards of dress and grooming
6. Adheres to all district health and safeguards.
7. Maintain regular attendance

*Professional Responsibilities, Professionalism. (continued)*

**Professional Development**

1. Demonstrates professional growth
2. Has a professional development plan on file
3. Assumes an active role in committee meetings

**TERMS OF EMPLOYMENT:** Salary and work year will be in accordance with the Negotiated Agreement.

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the U.S.D. # 287 Board of Education's policy on Evaluation of Certified Personnel.