



CONCHO SCHOOL DISTRICT #6

JOB DESCRIPTION

Job Title: **TEACHER**

FLSA: Exempt

TITLE: Teacher

QUALIFICATIONS:

- Must be Appropriately Certified
- Current Teaching Certificate
- Current IVP Fingerprint Clearance Card

REPORTS TO: Administrator

GENERAL FUNCTION: He/She shall be expected to utilize effective classroom management by developing a positive discipline plan, which incorporates rules, consequences, and rewards. Routines and procedures should be taught the first week of school and reinforced throughout the school year. He/she is expected to provide the following for the students:

- Educational development
- Personal/Social development
- Career development

PERFORMANCE RESPONSIBILITIES:

- Hold students to strict accountability, upholding school discipline and a code of conduct.
- Exercise supervision over students on the playgrounds and during recess if assigned to such a duty.
- Keep a school register, which the Governing Board shall carefully preserve as records of the school.
- Make the decision to promote or retain a student in a specific grade. Such decisions may be overturned only as provided in A.R.S. 15-342.
- Comply with all rules, regulations, and policies of the Governing Board that relate to the duties as prescribed.
- Assist the District Administrator with identifying and resolving student issues, needs and problems.
- Attendance at the School's Open House, 8th Grade Promotional Ceremony and hold parent conferences the first and third grading periods.
- Be a role model, dressing and grooming appropriately while maintaining a general appearance to reflect a professional position.
- Adhere to a standard above what is expected of students.
- Provide input and suggestions for conflict resolution and classroom management.
- Attend I.E.P. meetings as required.
- Monitor attendance.
- Administer tests and/or screenings.
- Adhere to all Board Policies.
- Attend staff meetings and work on committees as appointed.
- Other duties as assigned by the Administrator.

TERMS OF EMPLOYMENT: 9 months / full time salary (part time teacher positions available sometimes)
Employee benefits in accordance with district policies.

EVALUATION: Performance of this position will be evaluated in accordance with the Governing Boards' policy on evaluation of certified personnel.

CLASSIFICATION: Certified Staff

Revised: May 2010



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I have received a copy of my job description. I fully understand the responsibilities required to successfully perform the duties of this position.

Employee Name printed: _____ Date: _____

Employee Signature: _____ Date: _____