ISS TEACHER

Purpose Statement
The job of ISS Teacher was established for the purpose/s of facilitating student success in academic and interpersonal skills through courses of study and by implementing district approved curriculum, addressing specific needs of students; providing a safe and optimal learning environment; and providing feedback regarding student progress, expectations, goals, and activities.

Essential Functions

• Adapts classroom work for the purpose of providing students with instructional materials; addressing individualized learning plans; and/or reinforcing classroom objectives.

• Administers developmental testing programs, subject specific assessments, etc. for the purpose of identifying needs, assessing student development and/or developing individual learning plans.

• Advises parents and/or legal guardians of student progress for the purpose of supporting teacher's expectations, developing methods for improvement and/or reinforcing classroom goals in the home environment.

• Assesses students’ (e.g. progress, expectations, goals, etc.) for the purpose of providing feedback to students, parents and administration.

• Collaborates with a variety of parties (e.g. instructional staff, other school personnel, parents, a variety of community resources, etc.) for the purpose of improving the quality of student outcomes, developing solutions; achieving established program objectives and/or planning curriculum.

• Coordinates a variety of activities (e.g. field trips, transportation, lesson plans, etc.) for the purpose of ensuring the availability of equipment, materials and personnel to achieve objectives.

• Counsels students for the purpose of improving performance, health status, problem solving techniques and a variety of personal issues.

• Demonstrates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective school program and addressing the needs of individual students.

• Directs assistant teachers, instructional assistants, volunteers and/or student aides for the purpose of providing an effective school program and addressing the needs of individual students.

• Evaluates students’ performance within subject area for the purpose of determining student progress and/or developing remediation plans.

• Implements academic, behavior, health and nutrition plans (e.g. literacy activities, stories, songs, math/science activities, art, etc.) for the purpose of ensuring compliance with established regulations and/or performance standards and encouraging parent involvement.

• Instructs students for the purpose of improving their success in academic, interpersonal and daily living skills through a defined course of study.

• Manages student behavior for the purpose of providing a safe and an optimal learning environment.

• Models conversation, manners, clean up activities, listening skills, etc. for the purpose of demonstrating appropriate social behavior.

• Monitors students in a variety of educational environments (e.g. classroom, playground, etc.) for the purpose of providing a safe and positive learning environment.
• Organizes indoor/outdoor, quiet/active activities appropriate to age group for the purpose of actively participating in the learning activities with children.

• Participates in trainings, meetings, seminaries, etc. for the purpose of conveying and/or gathering information required to perform job functions.

• Prepares teaching materials and a variety of manual and electronic documents, files and records (e.g. grades, attendance, anecdotal records, etc.) for the purpose of implementing lesson plans and documenting student progress.

• 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, administrative and/or school policies.

• Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

• Responds to inquires from a variety of sources (e.g. other 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

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in a classroom setting including a computer; using pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; 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: age appropriate activities; and concepts of grammar and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to 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 diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. 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: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. 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.

Working 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; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience

Job related experience is required.

Education

Bachelors degree in job related area.

Equivalency

None Specified
Required Testing
None Specified

Continuing Educ. / Training
None Specified

Certificates & Licenses
Valid Kansas Teaching Certificate

Clearances
Criminal Justice Fingerprint/Background Clearance; Kansas Certification of Health

FLSA Status
Non Exempt

Approval Date
Salary Grade
Certified

Job Description: ISS Teacher
Printed: 1/16/2009 Page 3