

**Shell Knob School District  
Shell Knob, Missouri**

**Job Title:**                   **K-8 Classroom Teacher**

**Reports to:**               **Principal**

**Qualifications:**       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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Job Goal:**               To create a flexible K-8th grade program and a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for elementary grade education, in accordance with each pupil's ability; to establish good relationships with parents and with other staff members.

**Performance Responsibilities:**    **Other duties may be assigned**

- Teaches district approved curriculum.
- Revise curriculum yearly in accordance with Missouri Learning Standards.
- Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
- Develops lesson plans and instructional material and provides individualized and small group instruction to adapt the curriculum to the needs of each pupil.
- Translates lesson plans into developmentally appropriate learning experiences.
- Communicates regularly with parents outside normal school day by means of newsletters, notes, phone calls, conferences, etc.
- Establishes and maintains standards of pupil behavior to achieve an effective learning atmosphere.
- Evaluates pupils' academic and social growth, keeps appropriate records, and prepares progress reports.
- Identifies pupil needs and makes appropriate referrals, and develops strategies for individual education plans.
- Is available to students and parents for education-related purposes outside the instructional day as established by building principal.
- Plans and coordinates the work of paraprofessionals, parents, and volunteers in the classroom and on field trips.
- Creates an environment for learning through functional and attractive displays, interest centers, and exhibits of students' work.

- Participates in professional growth activities and follows the policies and procedures of the school district.
- Regular and dependable attendance

**EDUCATION and/or EXPERIENCE:** Bachelor of Arts or Bachelor of Science Degree.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Missouri Teaching Certificate in the appropriate area.

**LANGUAGE SKILLS:** Ability to read, analyze and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from staff, parents, and the general public.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**PHYSICAL DEMANDS:** *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 the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

*Shell Knob School District #78 is an equal opportunity employer. All aspects of the District programs are offered without regard to race, color, national origin, sex, age or disability in compliance with the employment procedures.*