

Bottineau Public School District

High School Teacher (Grades 9-12) Job Description

Qualifications:

1. Bachelor's degree with major or major equivalency in appropriate content area.
2. Valid North Dakota teaching license.

Reports to:

High School Principal

Supervisory Responsibilities:

Supervises students and guests

Performance Responsibilities:

1. Communicates, collaborates and cooperates with colleagues, supervisors and students.
2. Teaches district-approved curriculum.
3. Prepares for classes assigned.
4. Integrates knowledge from all disciplines into the learning process.
5. Employs instructional strategies that address a variety of learning styles and strengths.
6. Engages in research-based practices that promote a successful learning environment for all students.
7. Works to establish and maintain new lines of communication and partnerships with students, parents, and community.
8. Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, establishes reasonable rules of classroom behavior and procedures and maintains order in the classroom in a fair, positive and just manner.
9. Evaluates pupils' academic and social growth on a regular basis, keeps appropriate and accurate records and prepares progress reports.
10. Uses a variety of assessment procedures, samplings and instruments to assess student learning.
11. Identifies pupil needs, makes appropriate referrals and develops strategies for individual education plans.
12. Is available to students and parents for education-related purposes outside the instruction day.
13. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students within the limits of resources provided by the district.
14. Uses technology as a tool for teaching and learning.
15. Promotes change by cooperating with, as well as leading others in the school improvement process.
16. Attends and participates in all faculty meetings.

17. Participates in ongoing professional development in order to keep skills and knowledge current with changes in curriculum, technology and/or district policies.
18. Serves as a role model for students, dressing and grooming professionally. Demonstrates the importance and relevance of learning and accepting responsibility.
19. Meets District's standards for employee performance and attendance.
20. Maintains a high level of ethical behavior and confidentiality.
21. Performs other duties as assigned by Principal or Superintendent.

Evaluation:

Job performance is evaluated in accordance to district guidelines by the High School Principal.