

Job Description, Teacher – Elementary and Secondary

406.01R1

Elementary and secondary teachers shall be assigned, supervised, and evaluated by the principal, and their duties shall include, but not be limited to, the following:

- I. Meeting or exceeding district evaluating standards in the areas of instructional performance, classroom organization and management, professional conduct, and personal conduct as outlined in the teacher evaluation form.
- II. Adhering to the code of ethics established by the Nebraska State Board of Education's Professional Practices Commission.
- III. Planning instructional objectives and activities consistent with district written curriculum.
- IV. Directing and supervising the learning activities of assigned students. Instructing students by utilizing such methods as, but not limited to, lecture, group discussions, demonstrations, and student directed activities, using technology aids, field trips, and other supplementary materials which may be deemed appropriate for the specific subject matter and the age and ability level of the assigned group.
- V. Supervising behavior in the school environment to maintain the safety and well-being of the students and staff. In addition to classroom activities such supervision may also include playground, gym, cafeteria, and halls.
- VI. Selecting material suitable to the educational objectives and to align with Nebraska State Standards.
- VII. Utilizing a variety of analytical and valiative techniques suitable to the curriculum content.
- VIII. Communicating a positive support of the students in their educational development.
- IX. Meeting with parents or guardians when necessary to discuss a student's academic progress, social behavior, or mental attitude when appropriate. Appraising fellow professionals of student problems when appropriate and in the best interests of the student.
- X. Recognizing the exemplary influence of the educator over the student.
- XI. Relating with staff, parents, and community through positive professional cooperation.
- XII. Keeping accurate records of each student's grades and progress.
- XIII. Suggesting positive recommendations for the continuing review and development of the curriculum.

- XIV. Participating actively in scheduled staff meetings and serving on educational committees.
- XV. Recognizing the extracurricular program as an integral part of the educational development of the child.
- XVI. Participating, as requested, in the budget formation and acquisition process as it relates to the individual's position.
- XVII. Dealing with stressful situations in a professional and positive manner.
- XVIII. Assisting students in lower grades or students with physical disabilities with tasks such as putting on coats, overshoes, mittens, tying shoes, etc.
- XIX. Participating in such duties as taking tickets or monitoring students during school-sponsored evening activities.
- XX. Perform such other tasks and duties as may be assigned by administration.
- XXI. Minimum physical activities.
Having the ability to perform the physical activities and work in the environmental conditions as follows:
 - A. Requires prolonged sitting or standing, and possible eye fatigue.
 - B. Must have ability to operate A-V and technology equipment (TV, projectors, and telephone). Requires knowledge of the computer.
 - C. Must occasionally work in noisy and crowded environments with numerous interruptions.
 - D. Requires stooping, bending, kneeling, turning, balancing, and reaching.
 - E. May be exposed to cleaning products, infectious diseases, or inclement weather during outside assignments such as playground duties.
- XXII. Minimum educational preparation requirements:
 - a. Must have a Bachelor's degree in education and hold a valid Nebraska teaching certificate with endorsement in area of assignment, or equivalent.
 - b. Demonstrate effective and articulate use of the English language in both oral and written communications.

Legal References:

- §79-101 Teaching Defined.
- §79-501 District Boards, Hiring of Superintendent, Teachers, and Personnel.
- §79-567 Board of Education, Power to Select Officers and Employees.
- §79-804 through §79-816 Certification Requirements.
- §79-817 Schools, Written Contracts Required.
- §79-859 through §79-871 Professional Practices Commission.

Adopted: June 1, 1997

Revised: August 10, 2015