

- D. Reasoning Skills: Apply common sense understanding to carry out instructions furnished in various forms. Make decisions in a timely manner, utilizing input from others as appropriate.
- E. Human Relations Skills: Establish and maintain effective, professional working relationships with employees, students and community while maintaining the appropriate level of confidentiality.
- F. Computer Skills: Knowledge of computer systems including but not limited to time and attendance system, information systems (student and/or financial as appropriate) and the policies/regulations associated with such usage. Ability to use the following programs: MS Word and Excel.
- G. Other Skills and Abilities:

Performs the following tasks:

- A. Implements board policy regarding curriculum and instruction under the direction of the administration through planning, organizing, managing, and interacting with students as a professional educator.
- B. Establish meaningful relationships with students, staff, parents, and the community, through communication, collaboration and cooperation, in order to enhance the learning process and increase student success.
- C. Work with and understand a diverse student population.
- D. Plan for and guide the learning process to help individual students achieve program objectives, in accordance with District and state standards.
- E. Must have a thorough knowledge of language acquisition instructional strategies
- F. Understand needs and differentiate learning experiences to provide equitable outcomes for students.
- G. Deliver well-designed units/lessons, utilizing appropriate resources, so that students achieve desired learning outcomes.
- H. Select and use effective instructional strategies that result in meaningful understanding and application of learning.
- I. Continually monitor student progress and adjust instruction based on the needs of students, to optimize learning.
- J. Implement diagnostic/progress assessments as determined by the District curriculum and grade level team expectations. Grading practices reflect use of required rubrics/standards and focus on evidence of student learning.
- K. Establish and maintain a physically and emotionally safe learning environment for all students.
- L. Implement a classroom management system that complies with and supports building expectations and District policies.
- M. Keep accurate records related to student attendance, assessments, interventions and other required information.
- N. Supervise students on the playground, in hallways, while on field trips in the community and other areas as assigned.
- O. Respond rapidly in emergency situations in order to keep students safe.
- P. Assume responsibility for open, on-going communication with families, including periodic conferences.

- Q. Engage in continuous professional learning and contribute to school/district efforts in this regard in order to improve instruction and increase student achievement.
- R. Performs job-related responsibilities and acts as an ethical, responsible member of the professional community.
- S. Safely escorting students, individually or in small groups, from one area of the school to another as needed.
- T. Performs other duties as assigned.

WORKING CONDITIONS:

A. Inside Outside Both

B. Climatic Environment:

C. Hazards: Stairs, steps, playground equipment, communicable diseases

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Physical Requirements Position Title	Item is not a requirement of the job	Occasional -- up to 33% of time	Occasional/Essential -- up to 33% of time, absolutely essential to the job	Frequent -- between 34% - 66%	Continuous -- over 66% of time
Essential functions are items listed in Occasional/Essential, Frequent, and Continuous columns.					
Stamina					
1. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Sprinting/Running	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility					
5. Bending or twisting at the neck more than the average person	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Bending or twisting at the trunk more than the average person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Squatting/Stooping/Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Reaching above the head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Reaching forward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activities					
11. Climbing (on ladders, into large trucks/vehicles, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Hand/grip strength	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Driving on the job	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Typing non-stop	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of Arms and Hands					
15. Manual dexterity (using a wrench or screwing a lid on a jar)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Finger dexterity (typing or putting a nut on a bolt)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting Requirements					
17. Lifting up to 10 pounds (Mark all that apply)					
Floor to waist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Waist to shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shoulder to overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Lifting 11 to 25 pounds (Mark all that apply)					
Floor to waist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waist to shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shoulder to overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Lifting 26 to 50 pounds (Mark all that apply)					
Floor to waist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waist to shoulder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shoulder to overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Lifting 51 to 75 pounds (Mark all that apply)					
Floor to waist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waist to shoulder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shoulder to overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Lifting 76 plus pounds (Mark all that apply)					
Floor to waist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waist to shoulder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shoulder to overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling					
22. 25 to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. 51 to 75 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. 76 to 90 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Over 90 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying					
26. 10 to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. 26 to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. 51 to 75 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. 76 to 90 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Over 90 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>