

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Classroom Teacher

FLSA Status: EXEMPT

Classification: Certified

Terms of Employment: 7 hours per day, 183 days

JOB GOAL: To lead students toward the fulfillment of their potential and to help them to learn subject matter and/or skills that will contribute to their development and mature, able and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with the Master Agreement between NCS D and NCCTA.

1. Complies with the code of ethics of the teaching profession, and upholds and implements district policies and administrative regulations in accordance with statutory regulations of the State of Nevada.
2. Documents instructional planning in written lesson plans based on adopted curriculum documents and standards.
3. Analyzes student achievement, access/equity, and other site-specific demographic data.
4. Identifies desired/measurable results for student learning/achievement, and uses instructional planning to determine and monitor student progress.
5. Follows assessment regulations and guidelines.
6. Maintains an academic focus and on-task behavior in the classroom.
7. Communicates and maintains a classroom management/discipline plan.
8. Provides a physical environment in the classroom that supports the teaching/learning process.
9. Uses the components of an effective lesson and the basic principles of learning when providing classroom instruction.
10. Engages students in learning using varied instructional strategies, approaches, and resources that are aligned with instructional objectives.
11. Provides clearly defined lesson structure with appropriate pacing.
12. Utilizes flexible instructional grouping in the classroom.
13. Uses accommodations and/or modifications in alignment with instructional objectives to meet the needs of students.
14. Provides feedback to students and promotes student success and achievement.
15. Participates in the school improvement process and implements school improvement goals.
16. Addresses identified individual improvement goals and directions.
17. Participates in job-related meetings and activities.
18. Maintains student records and attendance codes in accordance with district and state regulations.
19. Provides communication to parents/guardians and students related to behavior and achievement.
20. Uses multicultural resources, materials, and activities to support multicultural literacy, awareness, and appreciation.

ADDITIONAL DUTIES FOR SPECIAL EDUCATION TEACHERS:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Carries out all the mandates of the Nevada Administrative Code for special education programs with special regard for the following sections of the Administrative Code:
 - NRS 388.150 – These class loads shall be accepted and maintained by all special education teachers.
 - NRS 388.265 – Special education teachers must be notified of suspension or exclusion of special education students for longer than ten days in order to call an MDT meeting.
 - NRS 388.281 – IEPs must be developed and maintained by special education teachers. Notification of IEP meetings must include home visits or visits to places of employment in conjunction with the principal if the parent does not respond to letters or phone calls.
2. Assists and advises regular classroom teachers in monitoring mainstreaming efforts.
3. Attends multi-disciplinary team activities to keep the assessment and placement of students within the parameters of the Nevada Administrative Code.
4. Maintains the IEP files in order on an on-going basis, using as a model the mock file, which is to be placed in the front of the confidential file drawer.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Demonstrates content knowledge in planning.
2. Planning reflects knowledge of student achievement, access/equity, student's interests and backgrounds, and other site-specific demographic data.
3. Participates in on-going professional development to improve content knowledge and pedagogical skills.
4. Ability to model respect and courtesy in student and parent interaction.
5. Ability to work professionally with administration, staff, parents and community.
6. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
7. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
8. Recognizes and reports hazards, conforms to safety standards as prescribed.
9. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
10. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

POSITION REQUIREMENTS

Education, Training, and Experience:

1. Bachelor's degree from an accredited college or university in subject(s) related to teaching assignment

Licenses and Certifications:

1. Valid Nevada Department of Education License with endorsement(s) related to teaching assignment
2. Valid Nevada Driver License
3. CPR/First Aid/AED Certification is required for special education and physical education teaching assignments

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Occasionally required to lift or carry equipment up to 50 lbs.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Stamina to remain seated and maintain concentration for an extended period of time.

Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

Hazards: Furniture, office equipment, communicable diseases, chemicals and fumes, and potential electrical hazards during installation procedures.

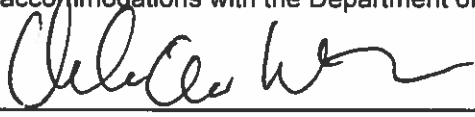
Working Conditions: Office or suitable workspace with computer and office equipment necessary to carry out functions of position.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 
Superintendent

4/25/17
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____