

BAINVILLE SCHOOL

JOB DESCRIPTION: CERTIFIED TEACHER

**QUALIFICATIONS: BACHELOR'S DEGREE OR HIGHER IN APPLICABLE FIELD
CURRENT AND VALID MONTANA TEACHING CERTIFICATE
EXPERIENCE WORKING WITH CHILDREN
KNOWLEDGE OF AND ABILITY TO LEAD THE INSTRUCTION OF MATERIAL
SUBJECT TO A BACKGROUND CHECK**

**REPORTS TO: DISTRICT SUPERINTENDENT
DISTRICT PRINCIPAL
SALARY TO BE DETERMINED BY THE ADOPTED MASTER AGREEMENT**

**OBJECTIVE: TO PROVIDE DIRECT AND INDIRECT INSTRUCTION TO ASSIGNED
STUDENTS AND SUBJECT AREA**

**EVALUATION: THE SUPERINTENDENT WILL PROVIDE TWO (2) FORMAL
EVALUATIONS (ONE IN FALL AND ONE IN SPRING) FOR NON-TENURED
AND ONE (1) ANNUAL FORMAL EVALUATION FOR TENURED
INDIVIDUALS**

PERFORMANCE OBJECTIVES:

- Implement instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
- Identify, select, and modify instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
- Assist in assessing changing curricular needs and offers plans for improvement.
- Maintain effective and efficient record keeping procedures.
- Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- Communicate effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
- Collaborate with peers to enhance the instructional environment.
- Model professional and ethical standards when dealing with students, parents, peers, and community.
- Plan and maintain a safe, clean, learning environment, and assures the well being and safety of children.
- Ensure that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification.
- Establish and maintains cooperative working relationships with students, parents, and staff members.
- Assume responsibility for meeting his/her course and school-wide student performance goals.
- Attend required staff and professional development meetings, trainings, and presentations

- Develop and implement weekly lesson plans that are consistent with state standards.
- Demonstrate and document gains in student performance.
- Meet professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating and communication with others.
- Able to be flexible and problem-solve successfully through ambiguity and adversity
- Undergo administrative supervision and evaluation
- Instruct children in activities designed to promote social, physical, and intellectual growth needed for development.
- Plan and maintain a safe, clean, learning environment, and assures the well being and safety of children.
- Follow Bainville School Performance Standards, policies, and procedures.
- Supervise, guide, and model appropriate behavior and teaching techniques for students and other staff.
- Maintain a cooperative attitude of working together with other staff, students, and parents.
- Plan and implement daily activities that engage students.
- Use assessment information to guide curriculum needs.
- Maintain accurate and current assessment information noting child's progress across all developmental domains utilizing anecdotal notes and/or examples of children's work.
- Encourage and model language expansion, extended learning and problem solving strategies.
- Maintain discipline and supervision of children.
- Attend parent/teacher conferences as designated on the planning calendar to share each child's progress with parents.
- Maintain accurate daily attendance records.
- Perform other duties and responsibilities as assigned by the Principal and Superintendent.

ITEMS TO INCLUDE IN YOUR APPLICATION:

1. Completed application
2. Brief cover letter
3. Three letters of recommendation

Send to:

Renee Rasmussen – Superintendent
 PO Box 177
 409 Tubman
 Bainville, MT 59212

For additional information regarding the position or possible coaching opportunities call 406-769-2321 or email rrasmussen@bainvilleschool.k12.mt.us

