

Window Rock Unified School District No. 8

Position Description

Position Title	Teacher
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Date Revised 2006
Status Certified
Salary Level Per Teacher's Salary Schedule
Work Year 10 months

- Qualifications**
Certificates/Licenses
- Possess a bachelors degree from an accredited university
 - Possess or obtain a valid Arizona teaching certificate for designated position
 - Strong effective human relation and communication skills
 - Bilingual in Navajo and English preferred
 - Valid Arizona Driver's license
 - Maintains a valid Fingerprint Clearance Card

Job Goal To successfully implement the district curriculum and educate all students.

- Essential Duties**
- Teaches content/skills in assigned subject area/s, using approved materials.
 - Plans standards based lessons that meet the individual needs, interests, and ability level of students.
 - Provides individual and small group instruction in order to adapt the curriculum to the needs of each student.
 - Creates safe and orderly environment, conducive to learning and appropriate to students' maturity and interests.
 - Exercises supervision over students in and out of the classroom at all times.
 - Assumes responsibility for professional development in accordance with District and school plan.
 - Encourages students to think independently and to express original ideas.
 - Assesses student performance on a regular basis and provides progress reports/grades as required.
 - Maintains positive communication with parents and school professionals in the best interest of all students.
 - Participates in decisions regarding retention and promotion of students.
 - Maintains accurate and complete records as required.
 - Maintains confidentiality of all student records.
 - Actively participates in all school activities.
 - Maintains current inventory control of all equipment and materials assigned.
 - Complies with all Local, State, Federal, and the Navajo Nation Laws, regulations and policies.
 - Maintains positive professional relationships with the school community.
 - Responsible for accessing all resources available for meeting the needs of assigned students.
 - Performs all other duties as assigned.

Physical Effort High level of physical and mental effort required
Working Environment Typical school environment

Supervision Given Paraprofessionals and Student Aides
Supervision Received Building Principal

The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

Supervisors signature

Date

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Employees signature

Date

Board approved: