

**PUEBLO SCHOOL DISTRICT 60**  
**CERTIFIED JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

**Job Title:** Classroom Teacher  
**Prepared Date:** 8/1/2018  
**Revised Date:** 2/5/2024  
**Work Year:** 165 days  
**Department:** Learning Services  
**Reports To:** School Principal  
**Salary Range:** Teacher Salary Schedule  
**Benefits:** Fringe Benefits based on PEA Negotiated Agreement  
**Status:** FLSA Status: Exempt

**SUMMARY OF FUNCTIONS:**

The primary responsibility of the Classroom Teacher is to plan, organize, and implement an appropriate instructional program in an elementary or secondary learning environment that guides and encourages students to develop and fulfill their academic potential; Performs instructional and related duties in accordance with District policies and terms of the teacher contract. Provides direct and indirect instruction to students in an individual, small group, and classroom setting. The Teacher also maintains a cooperative attitude with staff, parents, and students.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIRED:**

- Valid Colorado Teaching License within 60 days from date of hire
- Teacher must be highly qualified in applicable content area through the following options:
  - Endorsement on a Colorado teaching license
  - 36 semester credit hours applicable to content area
  - Passing score on a State Board of Education approved content exam (currently the ETS Praxis Series)
  - Be eligible for a TiR or Alternative Licensing Program in content area
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Experience in a Title I or low income setting
- Previous experience as a certified teacher

**SKILLS AND KNOWLEDGE:**

- Knowledge and understanding of Common Core standards
- Ability to unpack standards and align with curriculum
- Ability to write specific learning goals, objectives and outcomes
- Ability to analyze and use multiple data sources to make sound instructional decisions
- Ability and willingness to collaborate with colleagues and actively participate in professional learning communities
- Ability to use technology and incorporate/teach 21st century skills
- Ability to scaffold and differentiate instruction
- Ability and willingness to integrate reading, writing and math throughout the curriculum
- Computer expertise or an expectation to learn Infinite Campus
- Positive public relation skills, professionalism, strong work ethic, ability to develop positive relationships with school and community
- Ability to demonstrate the communication skills with students, parents, and teachers to enhance the educational, personal, and social aspect of each student
- Ability to interpret test information and data
- Strong commitment to system change and strong evidence of being a "team player"
- Ability to report to work on a regular and punctual basis
- Ability to be flexible

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant

contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Provide a variety of classroom techniques and methods
  - Provide direct instruction to students in individual, small group, and classroom settings.
  - Promote high levels of achievement in relation to individual student abilities
  - Use techniques and methodologies appropriate to student abilities
  - Utilize current and relevant subject matter
  - Use relevant technology to support and differentiate instruction
- Demonstrate knowledge of and ability to use research-based principles of effective instruction
  - Organize instruction using learning objectives with clearly defined student outcomes
  - Employ teaching strategies congruent with planned student outcomes
  - Select teaching strategies emphasizing student involvement
  - Monitor student learning and pace instruction accordingly
- Prepare effectively for class
  - Prepare daily lesson plans
  - Provide instruction predicated on course goals and objectives
  - Prepare classroom for classroom activities
- Establish and communicate clear objectives for all learning activities
  - Establish written grading standards that are clear and incorporate a variety of graded activities
  - Assure that grading standards are explained and available to parents
- Develop and maintain positive interpersonal relationships
  - Model personal behaviors of honesty, fairness, courtesy, and consideration
  - Maintain a cooperative relationship with administrators, staff, students, and parents
  - Share appropriate information with parents and with other staff members
- Provide documentation of students' progress
  - Provide timely and accurate feedback/documentation to students, parents, and appropriate staff members
  - Assign and check homework and provide appropriate feedback to students
  - Maintain appropriate records of student performance, progress, and development
- Build motivation and interest in learning
  - Exhibit personal interest and encourage student interest in the subject area
  - Maintain a current awareness of literature/activities in subject area
- Maintain an ongoing personal program of professional growth and development
- Cultivate and model a respectful working and learning environment

- Manage student behavior in the classroom by establishing and enforcing rules and procedures
- Maintain discipline in accordance with the rules and disciplinary systems of the school
- Participate in department, school, district, and parent meetings

**NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by Building Administrators

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle, or feel. The work requires the use of telephone and using fingers to operate computer or typewriter keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8.5-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5 – 8.5 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				<b>X</b>	
Stationary Standing				<b>X</b>	
Walking (level surface)				<b>X</b>	
Walking (uneven surface)			<b>X</b>		
Crawling		<b>X</b>			
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/Pivot			<b>X</b>		
Climbing (stairs)		<b>X</b>			
Climbing (ladder)	<b>X</b>				
Reaching overhead			<b>X</b>		
Reaching extension			<b>X</b>		
Repetitive use arms			<b>X</b>		
Repetitive use wrists			<b>X</b>		
Repetitive use hands grasping			<b>X</b>		
Repetitive use hands squeezing			<b>X</b>		
Fine manipulation			<b>X</b>		
Using foot control	<b>X</b>				
*Pushing/Pulling Maximum weight: <b>40 lbs.</b>			<b>X</b>		
Lifting/Carrying			<b>X</b>		

Maximum weight: <b>40</b> lbs.					
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**WORKING CONDITIONS:**

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work; constant interruptions;