

# SEDALIA SCHOOL DISTRICT #200

**Job Title: At Risk Teacher**

## **Job Overview**

- Certified Staff salary schedule
- Employed for a period of 184 days as set in the annual calendar
- Reviewed annually with recommendation for re-employment by April 15
- Reports to Building Principal

## **Qualifications**

- Bachelor's Degree
- Teacher Certification in specified area by the State of Missouri
- Understanding the role of the classroom teacher and the public school's relationship to the community and the people served
- Capacity to make thoughtful decisions based on facts, knowledge, and insight and the courage to stand by the results
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression
- Ability to organize and plan effectively
- Possess an ethical and professional attitude toward colleagues and the policies of the district

## **Other Working Conditions**

- Employed in March with contract effective July 1
- Vacations, leave policies and fringe benefits as stated in Board policies
- Spend the necessary time required to fulfill the duties of the position
- Be a member and participant in the activities of professional organizations vital to the development of professional excellence
- Opportunity to continue professional preparation with the prior approval of Administration
- Opportunity to attend professional meetings at district expense
- Work cooperatively with administration and staff throughout the district

## **Responsibilities and Duties**

- Provides supplemental instruction using District adopted, evidence-based instructional strategies and resources that meet the needs of at-risk students.
- Uses student performance data to design instructional services that appropriately address and accelerate the learning of identified at-risk students.
- Provides support to teachers of At Risk and Educationally Disadvantaged students in the form of coaching and modeling evidence-based practices in the classroom for no more than 25% of the instructional day.
- Collaborates with teachers, campus administrators, and other appropriate staff to ensure that at-risk students are provided with challenging and meaningful instructional programs that will enable them to perform satisfactorily on state assessments.
- Participates in coordinating and implementing at-risk student interventions.
- Establishes and maintains open lines of communication with campus administrators, district departments, and classroom teachers.
- Develops and implements plans for supplemental curriculum program which provides for effective teaching strategies.

- Develops, selects, and modifies instructional plans and materials to meet the needs of at-risk students. Presents the subject matter according to guidelines established by Texas Education Agency, Board of Trustees policies, and administrative regulations.
- Employs a variety of instructional techniques and media that will enhance instruction for at-risk students.
- Discusses student's academic and behavioral attitudes and achievements with parents/guardians on a regular basis and in accordance with campus guidelines and procedures.
- Participates in professional learning opportunities for campus faculty and staff.
- Monitors appropriate use and care of equipment, materials, textbooks, and facilities.
- Plans and supervises purposeful assignments for educational aide(s) and/or volunteer(s).
- Maintains regular, on-time attendance.
- Keeps current in subject matter knowledge and learning theory and is willing to share this knowledge for the continual improvement of the school's curriculum.
- Encourages student enthusiasm for the learning process and the development of good study habits. Provides progress and interim reports as required.
- Presents a positive role model that supports the mission of the school and district.
- Provides an atmosphere and environment conducive to the intellectual, physical, social, and emotional development of children.
- Develops, in accordance with district and building guidelines, reasonable rules of classroom behavior and appropriate discipline techniques which are consistently applied.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assists in the selection of supplemental books, equipment, and other evidence-based instructional materials.
- Communicates, orally and written, and interacts with students, parents, staff, and the community in a positive manner.
- Maintains a professional relationship with all colleagues, students, parents, and community members.
- Uses acceptable communication skills to present information accurately and clearly.
- Participates in the district's professional development program.
- Strives to maintain and improve professional competence through attendance at workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
- Demonstrates behavior that is professional, ethical, and responsible.
- Keeps informed of and complies with state, district, and school regulations and policies for teachers.
- Compiles, maintains, and files all required reports, records, and other documents.
- Attends staff, department, and committee meetings as required.
- Demonstrates and utilizes technology and audiovisual teaching aids to present subject matter to at-risk students.
- Prepares, administers, corrects, and records results of tests related to the campus At-Risk program.
- Assigns lessons, corrects papers, and hears oral presentations as they relate to the campus At-Risk program.
- Teaches rules of conduct and social skills.
- Counsels students with adjustment and academic problems and refers students to appropriate personnel, as needed.
- Maintains records as required by school and district policy.
- Maintains accurate attendance records and identifies chronic attendance problems that affect student learning.
- Contacts parents when absences impact student achievement.
- Maintains order and discipline in the classroom and other instructional locations.
- Maintains professional dress and grooming as outlined by campus/district guidelines.
- Maintains a positive attitude toward school and district when out in public.
- Notifies supervisor of absence in advance, if possible, calls for substitute in a timely manner, and has appropriate lesson plans available when absent.

- Performs other supplemental duties as assigned

**DISCLAIMER**

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.