

DURANGO SCHOOL DISTRICT 9-R

JOB DESCRIPTION

Job Title: Shared School Instructor
Job Family:
Department: Shared School
Typical Work Year: 9 months

Pay Grade: ESP Salary Schedule
FLSA Status: Exempt
Prepared Date: July 1, 2017, rev. 7/1/18

SUMMARY: Plan instruction and assessment for supplemental courses for enrichment through our shared school option. Supervise assigned students and maintain a positive learning environment. Adapt instruction to meet the individual learning needs of all students. Maintain positive inter-personal relationships with students, parents, staff and community members.

ESSENTIAL DUTIES AND RESPONSIBILITIES *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- D 45% Utilize effective teaching strategies to teach supplemental enrichment courses. Modify and tailor the curriculum as necessary to address individual student differences, learning styles, and student abilities.
- D 20% Maintain an orderly, positive learning environment free from disruptive behavior by implementing proactive classroom management strategies.
- D 5% Provide safety instruction for students when the subject, activities, chemicals, product, tools and/or equipment pose possible harm or injury to students including use of personal protective devices (protective eye devices, safe clothing) and assure that students adhere to safety requirements.
- D 15% Model, promote, and as situations arise, take the opportunity to provide instruction related to character education including citizenship and responsible behavior (respect for self, other and property), bullying prevention, conflict resolution skills, and responsible work habits and ethics. M 10%
- M 10% Engage in professional learning and utilize feedback from peer and administrative observations to reflect and continually grow professionally.
- D 2% Be familiar with and abide by all applicable Federal and Colorado laws and regulations; Board of Education policies and District Regulations, as amended from time to time; school procedures that relate to employment with the District.
- Ongoing 3% Perform other duties as assigned.

ADDITIONAL JOB REQUIREMENTS:

- Assure the safety and welfare of students including necessary actions to insure that students are supervised at all times.
- Demonstrate faithfulness and promptness in attendance at work.
- Submit required reports promptly at the times specified.
- Demonstrate care of and protection of School District property
- Report suspected child abuse or neglect as required by law.
- Use the District's internet and E-mail system as specified in Policy.
- Fulfill other duties as assigned by the Principal, Superintendent or their designees.

EDUCATION AND TRAINING

Minimum: Bachelor's degree of related subject from accredited university.

EXPERIENCE

Experience is preferred but may not be necessary for hiring.

CERTIFICATES, LICENSES, & REGISTRATIONS

Colorado Teaching License with endorsements for the levels and subject areas teaching preferred; Colorado three or five

year substitute authorization accepted.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Excellent interpersonal relations and oral and written communication skills.
- Ability to work with students with diverse needs at various levels.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board and District policies, Superintendent policies and building/department procedures.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to implement 504's and behavior support plans.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Microcomputers and general office equipment.
- Microsoft Office applications.
- Student Information Systems.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Shared School Principal

Direct Reports: none

- Responsible for supervising the behavior and well-being of students in the classroom, getting on and off the bus, at recess, lunch, and to and from classes.

BUDGET AND/OR RESOURCE RESPONSIBILITY: none

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	

Instruct			X	
Compute		X		
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date