

# CRAIG SCHOOL DISTRICT - CERTIFIED JOB DESCRIPTION

## CONTACT TEACHER

Classification: Certified

Terms of Employment: 190 days over 12 months

This is a salaried position assigned to the Certificated Employee Salary Schedule.

### Minimum Qualifications:

- Baccalaureate degree in appropriate academic field.
- Alaska Initial, Professional, Master, or Type M Teaching Certificate as appropriate to assignment.
- Certificate of Health signed by a licensed physician.
- Ability to maintain confidentiality regarding school district related matters, students, families, and staff.

### Position Summary:

A Contact Teacher is one who works with **families and their students through our homeschool program**. Responsibilities include **guiding parents in the selection of** materials to meet the educational needs of students, monitoring learning progress, and evaluating progress **to assist parents to make determination of grades** within Craig City School District guidelines and policy. Inherent in this responsibility are the professional practices related to curriculum knowledge, Alaska State Standards, educational skills, personal judgment, and ethical behavior as articulated in the Alaska Code of Ethics of the Education Profession and the Standards for Alaska's Teachers.

### Responsibilities:

1. Support the mission of the Craig City School District.
2. Carry out all directives from school and district administration.
3. Comply with all applicable laws, Board Policies, and Administrative Regulations of the District.
4. Be familiar and comply with the terms of the Professional Teaching Practices Commission.
5. Be familiar with and comply with the terms of the Collective Bargaining Agreement.
6. Personally demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others.
7. Facilitate, monitor and assess student learning.
  - a. Implement adopted programs and materials as set forth in District curriculum documents.
  - b. Utilize District programs and tools for planning and grading as directed.
  - c. Assess the progress of students on a regular basis and provide progress reports as required. Use common, district-adopted, or other suitable assessments as appropriate for summative, formative, and/or diagnostic purposes.
  - d. Provide and support methods for students to monitor their own learning progress as appropriate.
8. Participate in and contribute to the teaching profession.
  - a. Participate in and contribute to curriculum development.
  - b. Participate in and contribute to professional development.
  - c. Maintain a high standard of professional ethics.

### ESSENTIAL DUTIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Create Student Learning Plans based on data, parent input and knowledge of curricular options, with parent and student using the appropriate district curriculum and Alaska State Standards.
2. Assist families in the instruction of students using the appropriate district approved curriculum, CCSD

Standards, and Alaska State Standards.

3. Differentiate instruction to meet the individual needs, interests, and abilities of the students.
4. Communicate with parents frequently, at least monthly, and maintain record of contacts.
5. Help homeschool parents develop and implement the components of an effective lesson including a measurable objective, relevant activities and strategies for ensuring that all students learn.
6. Evaluate student progress based on quarterly grades and semester work samples. Provide constructive feedback.
7. Provide a classroom/workshop management/discipline plan ensuring student safety at all times.
8. Coordinate proctored, district, and state assessments and ensure assessment regulations and guidelines are followed at all times.
9. Provide high interest workshops/activities throughout the year.
10. Available to provide workshop and testing on some evenings and Saturdays.
11. Create and maintain a clean learning center in which all students feel welcome and safe, which is conducive to learning for all students.
12. Recognize and fulfill the role as an agent of the District in all work and communication to display a positive attitude and image of the District, to join cooperatively and positively in all District initiatives, and to support and comply with all given directions.
13. Support the integration of technology into the instructional program.
14. Supervise students at all times when in the learning center and at school events, workshops, and field trips.
15. Instruct pupils and parents in use, care, and safe operation of computers, tablets, printers, and equipment, as necessary.
16. Maintain accurate records regarding student documents and grades as required by law.
17. Establish and develop positive relationships with students, families, staff, and the public.
18. Communicate concerns to administration quickly and clearly with the objective of solving problems as they arise.
19. Participate in establishing and maintaining a positive school climate.
20. Participate positively, productively, and creatively in efforts to solve problems and improve the instructional practice of the District.
21. Reports all incidents to school or district administration (e.g. fights, suspected child abuse, suspected substance abuse, harassment) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and Board Policies.
22. Directs and supervises student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective learning center and addressing the needs of individual students.
23. Plan and coordinate the daily, weekly and monthly activities and schedule with staff and administration.
24. Assist families with the reimbursement process, including approving and creating purchase requests, answering reimbursement questions, and ordering course materials.
25. Other duties and responsibilities as assigned by the principal.

**POSITION EXPECTATIONS:**

1. Knowledge of content area and how to teach it, correspondence regulations, and allotment/reimbursement procedures.
2. Guide the learning process toward achievement of curriculum goals.
3. Employ a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of all students.
4. Pursue professional growth and continuous improvement of professional practice of instruction, and demonstrate the qualities of a life-long learner.
5. Communicate effectively both written and orally.
6. Perform other job-related duties as assigned by principal.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the Board's policy on Evaluation of Certified Personnel.

**EQUIPMENT USED:**

Computer, videoconferencing software, interactive white boards, calculator, copier, fax machine, intercom, telephone/voice mail, email, emergency response systems.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time limitations.

**PHYSICAL DEMANDS:**

1. Ability to safely, regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.
2. Ability to stoop, kneel, crawl, bend, turn, reach, climb, balance, or other movements as necessary to meet mission.
3. Ability to work indoors and outdoors year-round.
4. Adherence to all district health and safety policies.
5. Adherence to professional dress and appearance expectations as appropriate to assignment.
6. See and read a computer screen and printed matter with or without vision aids.
7. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
8. Speak so that others may understand at normal levels and on the telephone.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee must frequently work within time constraints and maintain intense focus. The employee is frequently involved in social interactions that require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description 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.*

*The Craig City School District is committed to providing equal educational and employment opportunities, services and benefits to all students and employees without regard to race, color, religion, physical handicap, national origin, sex, or other prohibitions. This policy is consistent with local, state and federal employment laws and regulations.*

**For those employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**

