Browning Public Schools **Board Agenda Request**Meeting to Be Held: 6/24/20



Recognit	ion: Students	Staff		Parents	
Informat	tion:	Old Bus	siness	Superintendent's Report	
Action:	Resignation	Hiring		Contract Service Agreements	
	☐ Travel Out-of-State	Travel 1	In State	Approvals	
	Termination	Legal M	l atters	Other:	
	This action request pertains to	Elemen	tary (only	High School/District Wide	
Date:	6/16/2021				
То	Browning School Board of 	Trustees	From: Title:	Corrina Guardipee-Hall ED.S. Superintendent	
Subject: Create New Physical Education Teacher Position – BMS 2020-2021					
Description: I am requesting to create an additional Physical Education Position for the Browning Middle School. With the move of 6 th grade to the BMS we will need to add an additional Physical Education teacher. In our strategic plan 2019-2022 it outlines developing a healing to wellness program – this position will enhance our 6 th graders and help create more opportunities for physical activities for them which have been proven to reduce the effective trauma, obesity and diabetes. BPS Policy #5210					
Financial Impact: Per Certified Negotiated Agreement 2018-2021					
Funding Source (Budget/grant, etc.): Impact Aid					
Attachm	ent(s): Job Description				
Approva	l: Superintendent's Office/Fin	ance/Personn	nel as appl	licable (Initial)	
Commen	ts:				
Board A	ction: N/A (Info)	Approved	☐ Der	nied Tabled to:	

Browning Public Schools JOB DESCRIPTION

Effective: January 26, 2015

Elementary Teacher

Summary of Functions:

Ensures students learn subject matter and skills that will contribute to their development and success as responsible citizens.

Essential Duties and Responsibilities:

- 1) <u>Planning</u> Plans a program of study that meets the individual needs, interests and abilities of the students. Establishes clear objectives for all lessons, units and projects and communicates these objectives to students.
- 2) <u>Classroom Preparation</u> Prepares for classes assigned and shows written evidence of preparation upon request of supervisor. Creates a classroom environment that is conducive to learning and developmentally appropriate.
- 3) <u>Instruction</u> Meets and instructs assigned classes in the locations and at the times designated. Guides the learning process toward the achievement of Montana State standards. Employs a variety of instructional techniques and media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- 4) <u>Assessment</u> Assesses the accomplishments of students on a regular basis and provides progress reports as required. Seeks assistance and makes referrals, on a regular basis, to district specialists when learning disabilities are suspected.
- 5) <u>Supervision</u> Provides purposeful direction and supervision to teacher assistants, tutors, and volunteers and evaluates their job performance.
- 6) Safety Takes all necessary precautions to protect students, equipment, materials and facilities.
- 7) <u>Student Conduct</u> Assists the administration in implementing all policies and rules governing student life and conduct. Develops reasonable rules for classroom behavior and procedure. Encourages students to set and maintain standards of classroom behavior. Maintains order in the classroom in a fair and just manner while addressing individual student needs.
- 8) **Student Activities** Supervises student related co-curricular and extra-curricular activities.
- 9) <u>Home-School Relations</u> Communicates with parents through conferences and other means to discuss student progress and to interpret the school program.
- 10) **Relationships** Establishes and maintains strong working relationships with building staff including

administrators, guidance and counseling staff, and other teachers.

- 11) Meetings Attends staff meetings and serves on staff committees as required.
- 12) **Training** Participates in in-service training programs as assigned.
- 13) **Reports** Maintains accurate, complete and correct records and prepares reports as required by law, district policy and administrative regulation.
- 14) **Other** Performs such other functions as may be necessary to the work of the district.

Organizational Relationships

Supervised by and reports to the building administrator or designee.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

	Bachelor's Degree in education.
	Valid State of Montana teaching certificate with appropriate endorsement (s).
	Knowledge of and experience in using technology in the delivery of curriculum and instruction.
	Good communication, problem solving and organization skills.
	Ability to work with and motivate students.
curr	Ability to use effective assessment and instructional strategies to meet student needs in all iculum areas.
	Genuine interest in teaching students.
□ 20 p	Physical ability to sit for a portion of the time; walk and stand for extended periods; and exert 10 to bounds of force frequently to lift, carry, push, pull or otherwise move objects.
	Good work habits.

Desirable Qualifications – Prior teaching experience desired. Knowledge of and ability to assess and de-sign instruction for a classroom of diverse learners. Experience in working in Native American communities. Technology skills desired.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.