

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 10/09/18



Recognition: Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignation Hiring Contract Service Agreements
 Travel Out-of-State Travel In State Approvals
 Termination Legal Matters Other:
 This action request pertains to Elementary (only) High School/District Wide

Date: 10/05/18

To: **Corrina Guardipee Hall**
 Superintendent

From: Emorie Davis Bird
 Title: Human Resources Director

Subject: **Amend Position from Instructional Coach to ELA - Browning High School**

Description: I recommend that the board amend the new Instructional Coach Position to an English Language Arts Teacher Position at Browning High School. Currently the classes are overloaded and this will alleviate the stress of those classes.

Financial Impact: Per Certified Labor Agreement/ instead of filling the additional instructional coaching position (due to lack of applicants) we would like to instead create an additional English Language Arts Position.

Funding Source (Budget/grant, etc.): Salaries, benefits, and payroll costs to be charged against budget for respective building/program/grant as applicable.

Attachment(s): See attached Job Announcement

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

Browning Public Schools
JOB DESCRIPTION
Effective: May 17, 2004

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) Planning – 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) Classroom Preparation - 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) Instruction - 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) Assessment – 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) Supervision – 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) Student Conduct – 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) Home-School Relations – 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.
- Ability to use effective assessment and instructional strategies to meet student needs in all curriculum areas.
- Genuine interest in teaching students.
- Physical ability to sit for a portion of the time; walk and stand for extended periods; and exert 10 to 20 pounds 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 design 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.