

**Colton School District  
Job Description**

**Job Title:** Teacher – Science  
**Reports To:** Principal  
**FLSA Status:** EXEMPT

**JOB SUMMARY**

This position is responsible for providing educational services in science to a variety of students in a classroom setting. The teacher instructs students, maintains student discipline and is responsible for student academic achievement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the District.
3. Designs a program of study in science that meets the individual needs, interests and abilities of students and meets the standards of District curriculum and state standards.
4. Utilizes a variety of instructional techniques and instructional media for science, consistent with the needs and capabilities of the individuals or student groups involved.
5. Prepares and administers formative and summative assessments to measure student abilities and progress in science.
6. Proctors state assessments and scores alternative assessments based on state standards.
7. Assists in the selection of curriculum, equipment, and other instructional materials for science.
8. Instructs students and assigns relevant homework.
9. Grades papers, assignments, and assessments promptly and accurately.
10. Maintains effective classroom management strategies and implements designated student management systems.
11. Prepares report cards and progress reports.
12. Facilitates conferences with students and parents.
13. Completes required paperwork in specified time and manner.
14. Conducts appropriate assessments of students; work and maintains accurate and regular data on students in areas of attendance, grades and IEP progress, if applicable.
15. Supervises students in hallways before, after and between classes, in library, common areas, and at special events, ensuring safety and security.
16. Assists the administration in implementing policies and rules governing student life and conduct.
17. Works to establish and maintain open lines of communication with students and their parents concerning the academic and behavioral progress of their students through conferences, written messages, telephone calls and/or e-mail.
18. Takes all responsible precautions to provide for the health and safety of the students and to protect equipment, materials and facilities.
19. Appropriately maintains and secures confidential records and inquiries.
20. Maintains appropriate certifications and training hours as required. Cooperates with other members of the staff in planning instructional goals, objectives, curriculum and instructional methods.
21. Professionally represents the school and the District in interactions with parents, community, staff and students.
22. Complies with applicable District, state, local and federal laws, rules and regulations.

23. Attends work regularly and is punctual.

### **MARGINAL DUTIES AND RESPONSIBILITIES**

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attends in-service training.
2. Attends staff meetings.
3. Substitutes for other teachers, as available.
4. Reports issues to authorities as necessary, animal control, suspicious activity etc.

### **SUPERVISORY RESPONSIBILITIES**

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

### **QUALIFICATIONS**

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.

**Education and/or Experience:** Bachelor's degree (B.A. or B.S.) required, Master's degree (M.A. or M.S.) in Mathematics strongly preferred. Must be highly qualified under the reauthorized ESEA. Prior successful experience teaching mathematics to adolescent students in a school setting strongly preferred.

**Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; maintaining professional demeanor; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with and teach adolescent students.

**Language Skills:** Ability to communicate fluently in English both verbally and in writing. Ability to read, analyze, and interpret professional journals, technical procedures, IEPs, or governmental regulations. Ability to write reports, emails, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from students, staff and parents. Ability to verbally respond to common inquiries from students.

**Mathematical Skills:** Ability to apply advanced principles of numbers/quantity, algebra, functions, modeling,

**Reasoning Ability:** Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, and graphs) Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet and word processing software, order processing and spreadsheets. Ability to type accurately and proficiently.

**Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of adolescent students. Possesses knowledge of effective behavior management methods. Ability to meet time lines and exercise good judgment while working in a dynamic environment.

**Certificates, Licenses, Registration:** Certificates as determined by the District including meeting

current highly qualified requirements under the reauthorized ESEA. Must have a valid Oregon teacher's license and an advanced mathematics endorsement through the Teachers Standards and Practices Commission (TSPC), CPR/First Aid card and valid driver's license.

### **PHYSICAL DEMANDS**

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stoop, kneel, and crouch. The employee must regularly lift and/or move up to 15 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus.

### **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 work environment combines the standard office setting with standard office equipment including, (fax, copier, phone, computer, 10-key, etc.) with a standard school setting. The noise level in the work environment is usually low to moderate depending upon student population and activities. The employee may be exposed to bloodborne pathogens.

### **OTHER**

*Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.*

Originally Prepared By: Jesus Ramos

Original Date: 5-17-2022

I have read and understand this job description.

**Signature:**

**Date:**

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