

Harvard Public Schools Teacher Job Description

It is the policy of Harvard Public Schools to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

*** This Job Description is in addition to and supplements
the Master Certificated Job Description***

- A. Job Title:** Teacher
- B. Department:** Instruction
- C. Education Level and Certification:** Bachelors degree required. Must at all times during employment possess a Nebraska Teaching Certificate with such endorsements as required by NDE Rule 10 and all other certification and training as required or assigned.
- D. Reports To:** Principal or Principal's Designee
- E. Required Job Tasks**
 - 1. Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.
 - 2. Observe and evaluate students' performance, behavior, social development, and physical health.
 - 3. Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
 - 4. Adapt teaching methods and instructional materials to meet students' varying needs and interests.
 - 5. Instruct through lectures, discussions, and demonstrations in one or more subjects, such as English, mathematics, or social studies.
 - 6. Prepare, administer, and grade tests and assignments in order to evaluate students' progress.
 - 7. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
 - 8. Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
 - 9. Prepare materials and classrooms for class activities.
 - 10. Assign lessons and correct homework.
 - 11. Enforce all administration policies and rules governing students.
 - 12. Confer with parents or guardians, teachers, counselors, and administrators in order to resolve students' behavioral and academic problems.

13. Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.
14. Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements of the State and the school district.
15. Meet with parents and guardians to discuss their children's progress and to determine priorities for their children and their resource needs.
16. Guide and counsel students with adjustment or academic problems, or special academic interests.
17. Meet with other professionals to discuss individual students' needs and progress.
18. Prepare and implement remedial programs for students requiring extra help.
19. Prepare for assigned classes and show written evidence of preparation upon request of immediate supervisors.
20. Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.
21. Prepare reports on students and activities as required by administration.
22. Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
23. Perform administrative duties such as assisting in school libraries, hall and cafeteria monitoring, and bus loading and unloading.
24. Administer standardized ability and achievement tests and interpret results to determine student strengths and areas of need.
25. Organize and supervise games and other recreational activities to promote physical, mental, and social development.
26. Plan and supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from those activities.
27. Select, store, order, issue, and inventory classroom equipment, materials, and supplies.

F. Working Conditions

1. Inside offices and classrooms.
2. Outside for activities with students and student supervision.

G. FLSA Status: Exempt.

Professional exemption: The employee has a primary duty of performing work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study or has a primary duty of teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge and is employed and engaged in this activity as a teacher.

H. Essential Functions: The essential functions of the Teacher position include: (1) regular, dependable in-person attendance on the job; (2) the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and (3) the ability to perform the following identified physical requirements:

| Physical Requirements Teacher | | Item is not a requirement of the job NE | Occasional -- up to 33% of time NE | Occasional/Essential -- up to 33% of time, absolutely essential to the job E | Frequent -- between 34% - 66% E | Continuous -- over 66% of time E |
|--|---|---|--|---|---------------------------------------|--|
| E = Essential | | | | | | |
| NE = Non-Essential | | | | | | |
| Stamina | | | | | | |
| 1. | Sitting | | | | X | |
| 2. | Walking | | | | X | |
| 3. | Standing | | | X | | |
| 4. | Sprinting/Running | | X | | | |
| Flexibility | | | | | | |
| 5. | Bending or twisting at the neck more than the average person | | | | X | |
| 6. | Bending or twisting at the trunk more than the average person | | | | X | |
| 7. | Squatting/Stooping/Kneeling | | | | X | |
| 8. | Reaching above the head | | | | X | |
| 9. | Reaching forward | | | | X | |
| 10. | Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.) | | | | X | |
| Activities | | | | | | |
| 11. | Climbing (on ladders, into large trucks/vehicles, etc.) | | X | | | |
| 12. | Hand/grip strength | | | X | | |
| 13. | Driving on the job | | | X | | |
| 14. | Typing non-stop | | | | X | |
| Use of Arms and Hands | | | | | | |
| 15. | Manual dexterity (screwing a lid on a jar) | | | X | | |
| 16. | Finger dexterity (typing) | | | X | | |
| Lifting Requirements | | | | | | |
| 17. | Lifting up to 10 pounds (Mark all that apply) | | | | | |
| | Floor to waist | | | X | | |
| | Waist to shoulder | | | X | | |
| | Shoulder to overhead | | X | | | |
| 18. | Lifting 11 to 25 pounds (Mark all that apply) | | | | | |
| | Floor to waist | | | X | | |
| | Waist to shoulder | | | X | | |
| | Shoulder to overhead | X | | | | |
| 19. | Lifting 26 to 50 pounds (Mark all that apply) | | | | | |
| | Floor to waist | | X | | | |
| | Waist to shoulder | | X | | | |
| | Shoulder to overhead | X | | | | |
| 20. | Lifting 51 to 75 pounds (Mark all that apply) | | | | | |
| | Floor to waist | X | | | | |
| | Waist to shoulder | X | | | | |
| | Shoulder to overhead | X | | | | |
| 21. | Lifting 76 plus pounds (Mark all that apply) | | | | | |
| | Floor to waist | X | | | | |
| | Waist to shoulder | X | | | | |
| | Shoulder to overhead | X | | | | |
| 22. | Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads? | X | | | | |
| Pushing/Pulling | | | | | | |
| 23. | 25 to 50 pounds | | | X | | |
| 24. | 51 to 75 pounds | | X | | | |
| 25. | 76 to 90 pounds | X | | | | |
| 26. | Over 90 pounds | X | | | | |
| Carrying | | | | | | |
| 27. | 10 to 25 pounds | | | X | | |
| 28. | 26 to 50 pounds | | X | | | |
| 29. | 51 to 75 pounds | X | | | | |
| 30. | 76 to 90 pounds | X | | | | |
| 31. | Over 90 pounds | X | | | | |