

# GREASEWOOD SPRINGS COMMUNITY SCHOOL, INC.

## Position Description

|                        |               |                        |           |
|------------------------|---------------|------------------------|-----------|
| <b>POSITION TITLE:</b> | Teacher (K-8) | <b>CLASSIFICATION:</b> | Exempt    |
| <b>CONTRACT TERM:</b>  | School Year   | <b>BOARD APPROVAL:</b> | 4/08/2026 |

### POSITION SUMMARY

Under direction of the instructional leader, the teacher is responsible for teaching the School curriculum using research-based strategies that direct the learning process and achievement of assigned students by developing, nurturing and sustaining a classroom climate conducive to student learning.

### DUTIES AND RESPONSIBILITIES

1. Teaches reading, language arts, social studies, mathematics, and science as outlined by the School curriculum.
2. Acts in the best interest of the School; in accordance with the Vision, Mission and Improvement Plan.
3. Adheres to School policies, rules and regulations and those of BIE, federal, state and local entities.
4. Collaborates with others to achieve the School Improvement Plan goals.
5. Collaborates with others to monitor Improvement Plan goals, analyze data, and plan for improvement.
6. Maintains a safe and secure environment ensuring student supervision at all times as appropriate.
7. Maintains harmonious working relationships and standards of mutual respect, dignity, and fairness.
8. Develops Lesson Plans aligned to curriculum/pacing, teaching all appropriate standards in the year.
9. Submits lesson plans to the Head Teacher on weekly basis.
10. Provides for health, physical, mental, social, cultural, and language needs of students.
11. Displays positive management, managing inappropriate behaviors fairly and consistently.
12. Encourages students to demonstrate self-discipline, responsibility, productivity and cooperation.
13. Provides an interesting, motivating and enthusiastic environment.
14. Arranges space to provide for small group, individual, partner, and whole group learning.
15. Provides instruction matching standards, curriculum maps and pacing guides.
16. Uses adopted instructional core and intervention programs with fidelity.
17. Adheres to the school's master schedule, providing reading and math instruction daily during the year.
18. Consistently uses appropriate, explicit, systematic instruction using research-based strategies.
19. Uses a variety of effective teaching strategies so that students are actively engaged 90% of the time.
20. Uses flexible grouping based on data to provide instruction to students not making adequate progress.
21. Refers students needing additional services, develops and implements IEP's as appropriate.
22. Assesses all students on time using all the assessments specified in the School Assessment Plan.
23. Maintains timely records of assessment results and uses data to guide instructional decisions.
24. Interprets results to students, parents and others on student progress toward meeting standards.
25. Maintains privacy of student records and information as appropriate.
26. Completes tasks on time, works under pressure, will keep accurate grades and attendance records.
27. Acts professionally, maintains good attendance, is punctual and dependable.
28. Participates in designated trainings and meetings and uses knowledge and guidance from them.
29. Organizes, prepares and uses technology and a variety of resources appropriately.
30. Presents accurate information and uses clear and effective written and oral communications.
31. Participates in committees and sponsors student activities.
32. Attends and participates in committee meetings, in-service trainings and related activities consistent with duties and school improvement outlined in the School Improvement Plan.
33. Performs other duties as assigned by supervisor, including those related to functions and activities outside normal duties and hours of work.

### ORGANIZATIONAL RELATIONSHIP

The Teacher is responsible to the Head Teacher.

### NECESSARY QUALIFICATIONS

1. Bachelor or Master Degree in Education and Arizona State Elementary Teacher Certification and valid SEI or Bilingual or ESL endorsement required
2. Early Childhood endorsement required for Kindergarten – 3<sup>rd</sup> Grade Teacher.
3. Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.

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4. Knowledge and familiarity with the Navajo language, culture and people preferred.
5. Successfully pass background investigation by demonstrating a successful work history at the last three (3) employers and for at least the past five (5) years. A successful work history includes positive evaluations, positive conclusion to the employment relationship and successful multi-term employment in which goals were achieved.
6. Knowledge of subject matter and effective practices.
7. Computer literate and have ability to operate various technology and computer equipment.
8. Hold and maintains a valid AZ motor vehicle operator's license and driving record satisfactory to the School's insurance.
9. Must successfully complete First Aid, CPR, Security Awareness and Defensive Driving training.

### CERTIFICATION

The statements outlined in this position description are intended to describe the general nature and level of work being performed by people assigned to this position. This is not intended to be construed as an exhaustive list of all responsibilities, duties and skills that may be required. This position description is subject to review and change.

I received a copy of my position description and carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete and accurate.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date