# Career Teacher Job Description

**JOB TITLE:** Career Teacher at ADM  
**CLASSIFICATION:** Certified  
**IMMEDIATE SUPERVISOR:** Building Principal

**JOB SUMMARY:** To enable all students to master the skills, acquire the knowledge, and develop the social skills necessary for them to reach their full potential as citizens who can successfully meet the challenges of society.

**QUALIFICATIONS:**
1. Holds a standard teaching license for State of Iowa  
2. Completed at least one year of teaching at ADM  
3. Successfully meets all Iowa Teaching Standards

**ESSENTIAL JOB FUNCTIONS:**
1. Become familiar with ADM’s TLC Plan and work for its successful implementation  
2. Participates in professional development to learn, observe, grow and practice in order to provide outstanding instruction for our ADM students.  
3. Collaborates with Mentor & Instructional Coach regularly to learn, observe grow and practice in order to provide outstanding instruction for our ADM students.  
4. Observes other teachers  
5. Work collaboratively and communicate effectively with other leadership positions, staff and community to strengthen all aspects of the instructional program.  
6. Attends meetings as assigned  
7. Contributes in a professional manner to support growth of their Professional Learning Community  
8. Teaches knowledge and skills, utilizing course of study adopted by the Board of Education and appropriate curriculum publications as guidelines in teaching individual course content.  
9. Instruct pupils in citizenship and basic subject matter specified in state law, district outcomes, administrative regulations, and procedures of the school district.  
10. Develops lesson plans and instructional activities, which stress complex thinking and mastery of student outcomes.  
11. Provides opportunities for students to develop skills as collaborative workers and to become effective communicators.  
12. Encourages pupils to think independently, express original ideas, and work well on their own.  
13. Designs learning activities that will relate course content to the physical world and allow students to transfer what they learn to real-life applications.  
14. Adapts activities to provide individual, small group, or remedial instruction to meet the needs of the individual pupil.  
15. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, behavior, and learning problems.  
16. Provides for all students a variety of creative projects, problems, etc. that encourage problem-solving and higher-order thinking skills.  
17. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive classroom environment.  
18. Assesses each pupil’s achievement and progress.  
19. Communicates with students, parents, and school counselors on pupil achievement and progress.  
20. Prepares and reviews all curriculum materials to ensure their appropriateness and relevance.
21. Participates in curriculum and other developmental programs within the school of assignment or on a district level.
22. Selects and requisitions books and instructional aids appropriate to the interest and maturity level of pupils; maintains required inventory records.
23. Administers or monitors group tests.
24. Shares in supervision of student activities as normally assigned and participates in faculty committees.
25. Operates in accordance with board policies and sees that all policies of the board pertaining to employee’s area of jurisdiction are implemented.
26. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT
1. Per ADM Board Policies and ADMEA Negotiated Agreement

Adopted Date ________________________ Revised Date ________________________

It is the policy of the Adel DeSoto Minburn Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.