

## **SKAGWAY SCHOOL DISTRICT TEACHER JOB DESCRIPTION**

**TITLE:** Teacher

**QUALIFICATIONS:**

- The successful applicant must hold an Alaska Type A Teacher Certification for assigned area(s).
- Minimum of a Bachelor Degree.

**REPORTS TO:** Principal and/or Superintendent

**SUPERVISES:** Students, Teacher Aide and Volunteers

**JOB GOAL:**

- Using best practices and student data, teachers will ensure students learn subject matter and/or skills identified in the applicable Skagway School and Alaska State curriculum.
- Motivate students to master subject matter and excel to their highest potential.
- Ensure students achieve as identified in the Skagway School District Mission and Vision Plan.

**PHYSICAL REQUIREMENTS:**

- Required to lift or carry classroom supplies, textbooks, furniture and equipment.
- Required to sit, stand, bend, walk, stoop, reach, grab, pull, hear, see, and speak intermittently on a daily basis.
- Required to frequently keyboard and other repetitive motions.
- Required to monitor students in a variety of locations with noise, activity and inclement weather.

**OTHER:**

- Excellent oral and written communication skills.
- Skills in human relations, leadership and conflict management.
- Knowledgeable of teaching techniques to meet the diverse needs of students.
- Competent use of technology in word-processing, spreadsheets, email and student interaction software.

**PERFORMANCE RESPONSIBILITIES:**

- Plans a program of study that meets the individual needs, interests, and abilities of students.
- Prepares daily lesson plans on a weekly basis that are aligned with standards.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
- Guides the learning process toward the achievement of curriculum goals.

- Establishes clear objectives for all lessons, units, projects, etc.
- Communicates objectives to students, parents and community.
- Employs available instructional methods and materials that are most appropriate for meeting stated objectives.
- Assesses the accomplishments of students and posts grades at least weekly.
- Differentiate classroom instruction to meet the needs of a wide variety of diverse learners in the same classroom using cooperative learning groups and other differentiation techniques.
- Follows IEP plans and attends IEP meetings.
- Counsels with colleagues, students, administration, and/or parents on a regular basis.
- Develops classroom rules and procedures for maintaining order in the classroom in a fair and just manner.
- Plans and supervises purposeful assignments for teacher aide(s) and/or volunteer(s) and, evaluates their job performance.
- Strives to maintain and improve professional competence.
- Attends staff meetings and serves on staff committees as required.
- Assists the administration in implementing all policies and/or rules throughout the school.
- Performs other duties as assigned by principal and/or superintendent.

**TERMS OF EMPLOYMENT:** 185-day school year as indicated on the district calendar.

**EVALUATION:** Annual evaluations in accordance with Skagway School Board policy.

I have read and understand this job description and can fulfill the essential functions as listed.

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Signature Date

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Print Name

Adopted by Skagway School Board: 28 March 2013

**SKAGWAY SCHOOL DISTRICT**  
**Superintendent/Principal Job Description**

**Title:** Superintendent of Schools

**Qualifications:**

1. The successful candidate must hold a Type B Administrative Certificate with both a Superintendent and K-12 Principal Endorsement, issued by the State of Alaska within six (6) months of employment.
2. A Master's degree from an accredited college or university with specialization in the areas of administration, supervision, curriculum development, and evaluation of educational programs.
3. The successful candidate must have a strong general education background with a minimum of three years of successful teaching experience and four years of successful administrative experience.

**Personnel Relationships:**

1. The superintendent is responsible directly to the Board of Education and works in a cooperative staff relationship with all lay advisory committees created by the board.
2. Directly supervises all employees in accordance with the school policies and applicable law.
3. Responsibilities include interviewing, hiring (with board approval), and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
4. Delegate duties and responsibilities to officers or employees employed by the district except where policy or regulations of the Board prohibit such delegation of authority. (Work completed by subordinate officers or employees, upon delegation by the superintendent, shall be deemed by the Board as having been done by the superintendent. Failure to perform duties delegated shall be deemed by the Board as a failure of the superintendent.)

**General Functions:**

1. Serve as the Skagway School Board's chief executive officer and the administrative head of the school system.
2. Administer the policies of the Board and provide leadership for the entire school system.
3. The superintendent is the professional consultant to the Board, and in this capacity makes recommendations to the Board for changes in Board policies and the educational program.
4. With the assistance of the staff, prepare the annual budget and present it to the Board for consideration and approval. Supervise the expenditures of funds approved in the budget.
5. Have charge of all buildings, equipment, supplies, and records belonging to the District.
6. Submit to the Board each year a detailed report setting forth information, facts and statistics as tend to show the condition and progress of the schools.

7. Provides the initiative, the driving force, and the technical guidance for the improvement of the total program of the school system as it strives to provide a program of instruction which offers each child an opportunity to develop to the maximum of his/her individual capabilities regardless of their race, background or ability.
8. The Superintendent is directly and irrevocably responsible to the Board for all functions of the school, including (a) evaluation; (b) planning; (c) reporting; (d) personnel; (e) coordination; (f) Board policies.

### **Specific Duties**

#### **Relationship with the Board of Education**

1. Serves as the administrative and executive officer of the Board.
2. Provides educational leadership to the Board, the School and the community.
3. Reports on the results of evaluation efforts and recommended plans for improvement to the board, and with the approval of the board, to the general public through speeches, news releases and school community activities.
4. Reviews policies with the Board continuously, making recommendations for additions, deletions, and revisions as necessary.

#### **Management Skills and Abilities**

1. Evaluates the effectiveness of all phases of the school program, including curriculum, instruction, books, materials, equipment, supervision, administration, business procedures, personnel procedures, auxiliary services, efforts to promote public understanding and other aspects of the total program while comparing it to state and school board standards.
2. Anticipates problems, where possible, and recommends appropriate procedures to the Board before problems actually arise.
3. Establishes rules and regulations for the implementation of board policies.
4. Provides over-all direction to general education, special education and vocational education.
5. Establishes guides for proper student conduct and maintaining student discipline.
6. Plans, organizes, and directs implementation of all school activities.
7. Formulates plans and policies for the educational program and submits them to the board of education for approval.
8. Develops and coordinates educational programs through meeting with staff, review of teachers' activities, and issuance of directives.
9. Confers with teachers, students, and parents concerning educational and behavioral problems in school.
10. Interprets programs and policies of school system to school personnel, individuals, community groups, and to governmental agencies.
11. Coordinates the work of school system with related activities of other school districts and agencies.
12. Walks about the school and property to monitor safety and security.
13. Plans and directs building maintenance.
14. Ensures that laws & regulations of the State Board of Education and Skagway School board are faithfully executed.

15. Administers programs for selection of school sites, construction of buildings, and provision of equipment and supplies.
16. Performs such other duties as the board may direct.

### **Leadership of Staff**

1. Evaluates and makes recommendations to the Board, in consultation with other appropriate personnel, concerning the employment, promotion, or separation of all personnel.
2. Has full responsibility, subject to Board approval, for the initial selection of all personnel, the definition of job responsibilities, the placement, and the orientation of all personnel.
3. Provides for in-service and professional growth of all personnel responsible directly to superintendent.
4. Coordinates the efforts of all personnel in working toward the achievement of established goals.

### **Fiscal Management**

1. Prepares, presents, and administers the district budget.
2. Pursues funding for the district beyond the basic city/state funding to be able to expand on educational opportunities for our students and staff development.
3. Directs preparation and presentation of school budget.
4. Approve and direct purchases and expenditures within the limits of the board-approved budget
5. Provide information to the board regarding purchases and expenditures.

### **Community and Public Relations**

1. Serves as the representative of the board in handling public complaints and criticisms of any phases of the school system, bringing unresolved problems to regular or special meeting of the board.
2. Develops an orderly system for securing suggestions from and handling grievances of all personnel, students and community members bringing any unresolved problems to regular or special meetings of the Board.
3. Establishes and maintains relationships with colleges, community organizations, and other schools to coordinate educational services.
4. Addresses community and civic groups to enlist their support.

### **Terms of Employment:**

Employment will be for 230 contract days during the period commencing July 1 and ending June 30. Future contracts, as stated in the Superintendent's contract, may be awarded on a one, two or three year term.

**Salary:** Salary shall be negotiated between the Superintendent and the Board.

### **Evaluation:**

The Board shall evaluate the job performance of the Superintendent annually with the results made known to the Superintendent prior to March 1<sup>st</sup> of each year. The Board, prior to March 1st of the year the contract will expire, will review the superintendent's contract.