

# NORTHERN CHEYENNE TRIBAL SCHOOL JOB ADVERTISEMENT

**POSITION: ELEMETARY TEACHER(S)**

**SALARY: DOE**

**DEPARTMENT: NCTS**

**ACCOUNTABLE TO: PRINCIPAL**

**OPENING DATE: June 29, 2020    CLOSING DATE: OPEN UNTIL FILLED**

**HOW TO APPLY:** Submit completed NCTS certified application, current Resume', Three (3) letters of recommendation (dated within one year) along with official transcripts to Northern Cheyenne Tribal School, Human Resources, Box 150, Busby Mt. 59016

## **DEFINITION**

Under general supervision, serves as classroom teachers in grades K-8<sup>th</sup> or a combination thereof, and creates a flexible program and environment favorable to learning and personal growth in accordance with each student's ability.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Provides learning experiences and teaches the course of study prescribed by the School approved curriculum.
- Develops and uses instructional materials suitable for verbal and/or visual Instruction of students with wide range of mental, physical and emotional maturity.
- Provides individual and group instruction designed to meet individual needs and motivate students.
- Establishes and maintains standards of student control required to achieve effective participation in all activities.
- Evaluates academic and social growth of students and keeps appropriate records.
- Provides appropriate instruction and activities for students to meet school/District policies, goals and objectives.
- Communicates with parents through a variety of means.
- Holds parent conferences to discuss the individual student's progress and interpret the school program.

- Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning problems.
- Creates an effective environment for learning through functional and attractive displays such as bulletin boards, interest centers, etc.
- Maintains professional competence through in-service education activities provided by the District and/or professional growth activities and university courses.
- Participates cooperatively with the appropriate administrator to develop the method by which s/he will be evaluated in conformance with District guidelines.
- Selects and requisitions instructional materials; maintains inventory records.
- Cooperates in school-wide supervision of students during out-of-classroom activities
- Participates in faculty and/or District committees and the sponsorship of student activities.

## **QUALIFICATION REQUIREMENTS**

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.

Must be able to implement a reading and math intervention curriculum that is highly structured and intense. Must be flexible and able to deal with change.

### **CREDENTIAL:**

Valid Montana Credential or license authorizing service in grade levels and areas assigned.

### **EDUCATION:**

Bachelor's degree including all courses to meet credential requirements.

### **EXPERIENCE:**

Student teaching, Internship, or full-time teaching experience.

### **PERSONAL QUALITIES:**

Appearance, grooming and personality which establish a desirable example for students. Ability to meet School standards for physical and mental health. Above-average recommendations from student teaching supervisors and other professionals who have observed the characteristics, scholastic attainment and classroom performance of the teacher.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**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.