



NEW:

07/12/2004

JOB TITLE:	ITINERANT TEACHER
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4455
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Plans, organizes and delivers the program of instruction at assigned locations based on approved curriculum; monitors, evaluates, and communicates student progress; maintains records and makes reports; enforces Board policies, regulations, and rules; supervises students, and secures and maintains school property and materials. May be transferred to other locations or clusters of locations as district needs change during the school term.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Meets and instructs assigned classes in the locations and at the times designated

Creates and maintains 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 and establishes objectives for all lessons, units, projects, and the like in order to communicate these objectives to students

Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes, and maintains written evidence of preparation

Assists the administration in implementing Board policies, administrative regulations and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner

Assesses the accomplishments of students on a regular basis and provides progress reports and counseling to parents as required concerning academic and behavioral progress of all assigned students

Takes necessary and reasonable precautions to protect students, equipment, materials and facilities

Maintains accurate, complete and correct records as required by law, district policy, and administrative regulation

Continues personal professional growth and upgrading of skills appropriate to teaching assignments

Attends staff meetings, serves on staff committees, and accepts a share of responsibility for extracurricular activities

Duties may include performance of health services, for which training will be provided

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Kentucky certification appropriate to the grade level and curricular assignment

Experience and preparation required by the Board

Effective communication skills

DESIRABLE QUALIFICATIONS
Has access to private vehicle for transportation purposes as needed
Has appropriate vehicle insurance as required by the district