

Section 400 - Personnel
Employees Job Descriptions
Teachers

File: 405.31 – R1

Teachers shall be assigned, supervised, and evaluated by the building principals, and their duties shall include, but not be limited to, the following:

1. Meeting or exceeding district evaluating standards in the areas of instructional performance, classroom organization and management, professional conduct, and personal conduct;
2. Adhering to the code of ethics established by the Nebraska State Board of Education's Professional Practices Commission;
3. Maintaining a current, valid Nebraska Teaching Certificate on file in the Holt County Superintendent's Office and in the office of the district superintendent of schools;
4. Accepting and performing all assigned classroom and non-classroom duties as determined by building principals and described in board policy;
5. Analyzing student data/performance and making instructional changes based on that information;
6. Participation, as requested, in the budget formation and acquisition process as it relates to the individual's position;
7. Maintaining confidentiality of sensitive information related to staff, students, and parents;
8. Maintaining a cordial and cooperative relationship with all personnel, students, patrons, and vendors;
9. Maintaining consistent attendance for the benefit of the students;
10. Facilitating Medicaid eligibility determination;
11. Assisting with transportation related activities in support of Medicaid covered services;
12. Translation related to Medicaid services;
13. Program planning, policy development, and interagency coordination related to Medicaid services;
14. Medicaid related training;
15. Referral, coordination and monitoring of Medicaid services;
16. Perform other duties as assigned.