

Certified Teacher

Job Description — Midland Community Schools

Job Title: Certified Teacher

Reports to: Building Principal, Superintendent, and/or School Business Official

FLSA Status: Exempt Salaried Non-Exempt Hourly

Status: Full Time Part Time Hourly Salary

Date Revised: February 2026

Essential Functions:

Responsible for providing a personalized learning environment that supports each student in achieving their personal potential. Fulfills professional responsibilities and engages in professional growth. 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.

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.

- Performs duties in accordance with the current written agreements established between the Board of Education and the bargaining unit
- Meets district standards as set forth in the Employee handbook
- Demonstrate effective implementation of the eight Iowa Teaching Standards and all criteria – educate.iowa.gov/media/984
- Participates fully in the Professional Development/Professional Learning Community (PLC) process. Fidelity and active participation within the PLC team in response to the unpacking of standards, team-developed common formative assessments, team analysis of data, and collectively providing interventions and extensions.
- Demonstrate the ability to collaborate effectively to ensure we achieve our mission
- Participates in Peer Review to improve instruction.
- Implements all phases of Gradual Release of Responsibility instructional framework
- Meets and instructs classes in the locations and at the times designated by the class/master schedule of the building
- Develops both short and long-term lesson plans for each course taught and demonstrates evidence of adequate planning and reflection.
- Develops material for varied learning styles, including large group, small group, and remedial instruction to meet the needs of each individual student.

- Develops lesson plans for each class and demonstrates evidence of preparation to include learning targets, procedures, assessments, and periodic self-evaluation.
- Establishes high expectations that enable students to achieve a level of excellence
- Establishes and maintains standards of student behavior necessary to provide a productive learning atmosphere in the classroom
- Takes appropriate disciplinary action for students exhibiting misconduct, and refers cases to the building administration or other appropriate staff when such is necessary for effective corrective measures
- Supervises students in out-of-classroom activities during the school day and at other school-approved events
- Provides guidance to each student, thus promoting his/her welfare and educational development. Cooperates with the guidance staff in implementing guidance activities and makes use of their services.
- Administers and monitors standardized tests, following acceptable testing protocols.
- Participates on faculty, curriculum and department committees and other developmental programs.
- Inform parents of student growth and social development, excessive absence tardiness, unsatisfactory work, and behavior.
- Respects the personality and individuality of students and keeps inviolate their confidences.
- Monitors student attendance and works with counselor, principal and school-wide intervention team to assure excellent attendance of all students.
- Requisitions the necessary instructional material at the proper time.
- Maintains professional competence through in-service educational activities provided by the district and in self-selected professional growth activities
- Identifies student needs and cooperates with other professional staff members in helping students solve academic, social, physical, and emotional needs.
- Creates and maintains an environment for effective learning.
- Demonstrates concern for and sensitivity to the needs of all regardless of their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- Works courteously and cooperatively with other staff members regardless of their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- Effectively implements the goals and objectives of the district's multi-cultural, non-sexist education plan in his/her area
- Perform other duties as assigned

Education and Related Work Experience:

- Holder of valid Iowa Teaching Certification
- Appropriate endorsement as set by the Department of Public Instruction
- Such other qualifications of academic, professional and personal excellence as the Principal, Superintendent of Schools, and the School Board of Education may specify

License, Registration or Certifications:

- Criminal background check required for hire
- Mandatory Reporter
- CPR and First Aid certifications are preferred

Materials and Equipment Operating Knowledge:

- Operating knowledge of and experience with typical office equipment, such as telephones, computers, copier, fax machine, email, etc.
- Use of Instructional Technology
- Emergency equipment, such as radios, alarm systems, etc.

Physical Requirements:

The physical demands, work environment factors and mental functions described below 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.

Physical Activity	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
Mobility			X
Talk			X
Hear			X
Operate Computer			X
Stationary Position		X	
Balance		X	
Lift Up to 10 Pounds		X	
Operate Motor Vehicle	X		

Working Conditions:

Physical Activity	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)

School Hours			X
Indoors			X
Evenings	X		
Weekends	X		

Typical Work Year:

- 10 months; 8-9 hrs/day; 190 days

Evaluation:

The building Principal will evaluate the job performance of this position in accordance with federal and state law, board policy, and the preceding job description.

Disclaimer:

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract. Any employee not covered by a negotiated contract agreement is an “at-will” employee. Either the school district or the employee can terminate the employment relationship at will, with or without cause, so long as there is no violation of applicable federal or state law. The school district can define the number of days notice required of a terminating employee.

Notice of Nondiscrimination:

It is the policy of Midland Community School District not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, religion, creed, sexual orientation, age (for employment), and actual or potential family, parental, or marital status (for programs). If you have a question or complaint related to this policy, or for information about the district’s grievance procedures, please contact Lacie Jordan, 106 W Webster Street, Wyoming, IA 52362, (319) 259-5340, midlandhr@midland.k12.ia.us or the Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: (303) 844-5695 FAX: (303) 844-4303, TDD: (800) 877-8339, Email: OCR.Denver@ed.gov.

By signing this form, you confirm that you have read and understand the job description and its requirements.

Signature of Supervisor: _____ Date: _____

Signature of Employee: _____ Date: _____

***MUST ADHERE TO THE CURRENT STANDARDS**