



Mancos School District
Staff Job Description

Title: 6th Grade English Language Arts/Social Studies	FLSA Status: Exempt
Reports To: Building Principal	Pay Range: Salary Schedule
Prepared/Revised Date: April, 18th 2024	Work Year: 9 months

SUMMARY:

Every student will be respected, provided a safe learning environment and exposed to the best education deliverable that encourages them to develop to their full potential. The 6th Grade ELA/SS teacher is one of two core teachers for the sixth grade cohort, and is therefore responsible for teaching two of the four core areas of instruction; English and Social Studies, twice daily in addition to two exploratory (elective) classes and academic interventions as needed. The 6th Grade ELA/SS teacher is responsible for all classroom instruction, planning/preparation, and management, as well as other duties related to the middle school operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Successful job performance requires individuals to satisfactorily fulfill each essential duty listed below. These requirements represent the necessary knowledge, skill, and ability. Accommodations may be made for individuals with disabilities to perform essential functions.

Job Tasks Descriptions
1. Utilize effective teaching practices to teach the adopted curriculum for assigned grades and subjects so that students attain adopted grade/course expectations and standards. Modify and tailor the curriculum as necessary to address individual student differences, learning styles, and student abilities. Instruct with adopted materials and utilize supplemental classroom materials, media, and teaching appropriate for assigned levels and subjects.-
2. Incorporate and adhere to Project-Based Learning protocols, providing students with real-world, hands-on experiences to enhance their understanding of welding and manufacturing concepts.
3. Foster a safe and respectful classroom environment that cultivates a love of learning and supports student success through effective behavior management and social-emotional development strategies.
4. Exercise open and respectful communication with families, co-workers, supervisors, and other other school staff.
5. Create and keep records on attendance, accidents, incidents, and other noteworthy events in accordance with licensing guidelines and program policies.
6. Demonstrate a growth mindset by engaging in top-tier professional development and actively contributing to the evaluation process through goal setting, reflection, and the adoption of innovative strategies.
7. Attend parent conferences and project-based learning exhibitions.
8. Demonstrate content knowledge and educational best practices to support student learning.
9. Meet all legal requirements including timelines for professional practices such as, but not limited to IEPs, ICAPs, 504, Rtl.
10. Perform other duties as assigned.



Mancos School District
Staff Job Description

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in relevant content area from an accredited university
- Teaching credential/certificate/license for corresponding age/grade level

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Excellent interpersonal skills and oral and written communication skills
- Strong decision making, analytical and organizational skills
- Ability to work with students with diverse needs at various levels
- Ability to work and build positive relationships with school staff, families, and youth
- Ability to communicate and coordinate with a variety of school and community groups
- Commitment to collaborating and progress monitoring with colleagues and partners to achieve desired results
- Be flexible and adaptable to a changing work environment while maintaining effectiveness and efficiency
- Ability to interact and work effectively and cooperatively in a team environment
- Maintain confidentiality of student information and records in compliance with confidentiality laws including Family Educational Rights and Privacy Act (FERPA)

LICENSES, REGISTRATIONS, OR CERTIFICATIONS:

- Valid Colorado Teaching Certificate
- Must have a valid driver's license
- Must pass various pre-employment background screenings; required at entry

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with computers
- Operating knowledge of and experience with Microsoft Office and Google
- Student information systems

REPORTING RELATIONSHIP AND DIRECTION/GUIDANCE:

- Reports to: Building Principal
- Direct Reports: Responsible for supervising the behavior and well-being of students in the classroom, getting on and off the bus, at recess, lunch and to and from classes.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

Budget Function	Responsibility			
	Sole	Participate	Recommend	Not Applicable
Develop a Budget				x
Administer a Budget				x
Monitor a Budget		x		
Coordinate a Budget		x		
Initiate a Requisition		x		



Mancos School District
Staff Job Description

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				x
Walk				x
Sit			x	
Use hands to handle instructional materials				x

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms				x
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste		x		
Smell		x		

WEIGHT AND FORCE DEMANDS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds			x	
Up to 50 pounds			x	
Up to 100 pounds		x		
More than 100 pounds	x			

MENTAL FUNCTIONS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x



Mancos School District
Staff Job Description

Copy			x	
Coordinate				x
Instruct				x
Compute				x
Synthesize				x
Evaluate				x
Use Interpersonal Skills				x
Compile				x
Negotiate				x

WORK ENVIRONMENT	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions		x		
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS	REQUIRED TO PERFORM ESSENTIAL FUNCTIONS OF THE JOB
No special vision requirements	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish)	



Mancos School District
Staff Job Description

colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL	Level of noise typical in the work environment for this job
Very quiet	
Quiet	
Moderate	x
Loud	
Very loud	

OTHER INFORMATION:

- n/a

Mancos School District RE-6 does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability, or need for special education services in admission or access to, or treatment of employment in its educational programs or activities.

Mancos School District RE-6 is an equal opportunity and affirmative action employer and complies with Title IX and the Americans with Disabilities Act.