

QUALIFICATIONS:

Certification by Tennessee Department of Education with proper endorsement, plus responsible experience in teaching and supervision, or any equivalent combination of experience or training.

REPORTS TO:

Principal

PRIMARY JOB GOAL:

To direct and evaluate the learning experiences of students in all activities sponsored by the school, and to interpret and execute school and Board of Education policies and regulations to students, parents, and patrons from within the community; to plan and implement an instructional program and provide related educational services for students from grade nine through grade twelve according to the assigned position.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of principles and practices of modern public school secondary education and the ability to apply them to the needs of the school/district; knowledge of the mission, goals, and organization of public education; ability to apply knowledge of current research and theory as they relate to content, curriculum, materials; and instructional practices; knowledge of adolescent growth and development; ability to plan, organize, and implement lessons bases on district and school objectives and the needs and abilities of students to whom assigned; ability to utilize multimedia and computer technology as appropriate; ability to develop effective working relationships with the entire school community; commitment to education reform; ability to be flexible to adjust the instructional program to any unanticipated interruptions/changes; sound knowledge of the content area(s) taught.

PERFORMANCE RESPONSIBILITIES:

- Maintains at all times an orderly atmosphere and keeps the Principal fully informed of the general education program's activities and problems.
- Strive to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
- Employs a variety of instructional techniques (with priority to teaching basic academic skills) consistent with the physical limitations of the location provided and within the needs and capabilities of each student involved.
- Utilizes a variety of instructional materials and available multimedia and computer technology to enhance learning.
- Meets and instructs assigned classes in the locations and at the times designated.
- Manages allotted learning time to maximize student achievement.
- Teaches content subject area(s) utilizing the course of study adopted by the Board of Education.
- Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
- Develops lesson plans, instructional materials, and appropriate tasks, and provides individualized and small group instruction in order to adapt the curriculum to the individual needs of each pupil.
- Prepares, presents, and evaluates material for learning, and tries innovative instructional techniques in keeping with program requirements and education reform.
- Takes an active part in the professional development program of the school and the district, and participates in planning and evaluation of the school's curriculum and extra-curricular activities.

- Maintains professional competence through professional development activities provided by the district and/or consortia, and through self-selected professional growth activities.
- Assists in the selection of books, computer software, equipment, and other instructional materials, and keeps abreast of new trends and research in education reform.
- Works cooperatively with the administration, other teachers, support personnel, instructional goals, objectives, methods, and evaluations.
- Collaborates with other professionals (guidance counselors, librarians, etc.) to carry out schoolwide instructional or related activities; coordinates instructional activities and collaborates with other professional staff, both school-based and nonschool-based, to maximize learning opportunities.
- Assists resource teachers/coordinators, Title I teachers/coordinators (if applicable), gifted education teachers/coordinators, and other teachers/coordinators in the identification process of students for placement in the various supplemental education programs.
- Strives constantly to determine whether factors that contribute to low academic performance are present, and makes any necessary referrals for specialized instructional help or services to various agencies; requests assistance of, and works with, resource personnel as needed.
- Counsels and evaluates students by providing guidance to pupils which will promote their welfare, self-esteem, and educational development.
- Assesses students' abilities as related to desired educational goals, objectives, and outcomes.
- Evaluates student progress on a regular basis; uses standardized tests, a variety of other tests, teacher observations, and regular classroom performance to determine placement of students; maintains appropriate assessment and evaluation documentation for district, school, and individual reporting purposes.
- Administers group standardized tests in accordance with the district's testing program; administers assessment in accordance with state guidelines.
- Instructs and assists students and/or other teachers in creating quality portfolio entries, both in working and accountable portfolios.
- Utilizes teaching strategies that incorporate activities that will enhance performance events and open-response assessments.
- Continually communicates with students on instructional expectations and keeps them informed of their progress in meeting those expectations.
- Communicates with parents through conferences and other means to discuss pupil's progress and interpret the school program.
- Makes provisions for being available to students and parents for education-related purposes including, under reasonable terms, time before or after school on the instructional day or at school-sponsored events.
- Assumes responsibility for classroom management by establishing and maintaining consistent classroom organization in accordance with district/school regulations.
- Creates a safe, disciplined, and effective classroom environment for learning through functional and attractive displays, bulletin boards, and learning centers, and through making sure all materials are in good condition and accessible to the students.
- Weighs and considers the best plan of action to carry out the instructional programs as they relate to scheduling, group size, and room arrangement.
- Assesses resources such as student interest, facilities, funds for motivating materials, adequate equipment, and audio-visual aides for an operative program.
- Participates in school-based decision-making, including electing teacher Council representatives, serving on the Council, and/or providing input and feedback on all matters relating to the operation of the school in his/her building.
- Assists the administration in implementing all policies and/or rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.

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- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains proper inventories of non-expendable school supplies and materials under the inventory control guidelines of Blount County.
- Assists in upholding and enforcing school rules, administrative regulations, and Board of Education policies.
- Maintains accurate, complete, and correct records as required by law and Board policies and regulations.
- Establishes and maintains consistent classroom standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
- Informs principal of potential student, faculty, or school safety issues.
- Shares duties of the school as assigned by the Principal, and supervises pupils in out-of-classroom activities during the assigned working day and/or after working hours, including field trips, bus duty, hall duty, basketball duty, etc.
- Observes the Board approved "chain of command" in airing grievances and in communicating suggestions for improving school operations meaning that an employee discusses their grievance with their building Principal first, then the Director if a resolution is not reached with their immediate supervisor, and then the Board of Education if a resolution is still not reached.
- Plans and supervises purposeful assignments for instructional assistants and/or parent volunteers, if applicable, and cooperatively works with coordinators/Principals in evaluating their job performance.
- Attends faculty meetings and Parent/Teacher Organization meetings, and serves on staff/district and other meetings as assigned.
- Actively sponsors a student organization as assigned.
- Supports or participates in schoolwide student activities and social events and approved fund-raising activities if applicable.
- Always maintains the highest professional standards in personal conduct, dress, and appearance.
- Respects diversity of students, staff, and community members at all times.
- Works cooperatively on middle school teacher teams.
- Engages students in hands-on learning.
- Works to develop and implement school-wide mentorship programs.
- Cooperatively engages in changes deemed necessary by the administration to enhance the learning of individual students or the general school population.
- Follows the regulations of the state of Tennessee and the policy of the Board of Education regarding the handling of funds.
- Keeps abreast of high school graduation requirements and counsels students and parents regarding these requirements.
- Relates as much as possible all classwork and school activities to the students' future: high school, college, post-secondary training, work, parenting, etc.
- Performs related duties and assumes other responsibilities as may be assigned by the Principal or the Director.

TERMS OF EMPLOYMENT:

200 days of employment; salary to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel and the Tennessee Department of Education.

Date of Approval:

I have read and understand the terms set forth in this job description.

Signature of Employee _____

Date Signed _____