

BOGALUSA CITY SCHOOL DISTRICT
Department of Human Resources
JOB DESCRIPTION

TITLE	Pro-Start Teacher (FLSA Exempt)
REPORTS TO	School Principal, and/or Assistant Principal
TERMS OF EMPLOYMENT	Nine or Ten Months. Salary and work year established by the Superintendent.

MINIMUM QUALIFICATIONS:

- United States citizen or authorized alien
- Those requirements as outlined in Louisiana Bulletin 746, Louisiana Standards for State Certification of School Personnel (Level I or CTTIE certificate)
- Physical and mental stamina and ability to perform job functions, tasks and duties.

OVERVIEW OF THE POSITION:

To provide effective management of the class(es) to which he/she is assigned. The teacher shall implement an educational program responsive to student needs according to state and local policy, including the NIET Aspiring Teacher Rubric. The teacher must plan and implement a program which creates an environment where students can learn and develop optimally.

PERFORMANCE RESPONSIBILITIES:

1. Understands and executes school procedures and policies.
2. Develop an in-depth understanding of high-quality instructional practices.
3. Demonstrate proficiency or above in the NIET Teacher Performance Standards which include the following 4 domains and the performance indicators within each domain:
 - a. Instruction
 - b. Environment
 - c. Planning
 - d. Professionalism
4. Communicate a belief in all students' abilities to become successful.
5. Promptly reports to the principal any accident or illness of learners.
6. Knows and follows the school district's adopted Code of Conduct.
7. Maintains neat, accurate, current, and complete records; reports and submits them on time to the appropriate personnel when requested.
8. Supervises students in the classroom, between classes, during recess/intermissions and during lunch and or assemblies.
9. Maintains the confidentiality of school and learner records.
10. Serves as an acceptable model for learners, demonstrates personal and intellectual honesty, and respects the rights of others.

11. Adhere and follow the Pupil Progression Plan policy guidelines.
12. Attends weekly/monthly meetings and parent/family nights as designated by the principal.
13. Attends required professional development sessions as designated by the principal or district to include summer and after school.

PROFESSIONAL RESPONSIBILITIES:

14. Exhibits regular attendance and punctuality.
15. Communicates effectively with students, staff, parents, and community.
16. Assumes outside classroom duties as related to school.
17. Supervises students when students are on/off campus at a school-related/sponsored event.
18. Ensures proper care of textbooks, teaching aids, and equipment.
19. Participates in professional development opportunities to further develop effectiveness.
20. Creates partnerships and collaborates with parents/caregivers and colleagues.
21. Supports school programs and displays positive attitude.
22. Completes reports and records as assigned.
23. Attends/works concession/gates of no more than two (2) athletic events per school year as requested by the principal or designee.
24. Attend all meetings and functions of those activities, clubs, or groups of which the employee is a sponsor.
25. Projects well-groomed appearance, both at school and on virtual platform.
26. Meets the criteria for a Professional Growth Plan following the guidelines in the Bogalusa City School Personnel Evaluation Program.
27. Utilizes school technology and maintains student interaction in accordance with District and school policies.
28. Perform all other duties or responsibilities not listed as delegated by the principal of the school and BCS policy.
29. Complies with COVID-19 policies and procedures including, but not limited to, those governing facial coverings, food service, hygiene, cleaning, student monitoring, transportation, etc.

While the operation of the Bogalusa City School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

SALARY SCHEDULE: See salary schedule as established by the Bogalusa City School Board.

EVALUATION: Shall be evaluated in accordance with the Bogalusa City Schools' Personnel Evaluation Plan. Competencies and Performance Standards will be used for Teacher evaluation in conjunction with measures of student growth. Measures of student growth will be aligned with Louisiana Law and BESE Policy.

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive and the position may require other essential and/or non-essential functions as assigned by the Principal.

REVIEWED AND AGREED TO BY	
Signature of Evaluatee	
**My signature acknowledges that I hereby accept the job description as the job duties that are expected of me.	
Printed Name of Evaluatee	
Date	