

Teacher	
Reports to: Principal	Work Year: 9 months/182 days
Evaluation:	In accordance with the Board approved Personnel Evaluation Plan
General Overview	
<p>To lead students placed under their charge toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation. The teacher shall be responsible for the effective management of the class/classes, or program(s) to which he/she is assigned. The teacher shall implement an educational program responsive to student needs according to the state and local policy, including the Louisiana Components of Effective Teaching.</p> <p>Language Skills- Ability to read, analyze, interpret, write reports, memos, and procedure manuals and effectively present information and respond to questions from staff, superintendent, school board, news media and the public.</p> <p>Reasoning Ability- To work tactfully and harmoniously with staff, schools, students, agencies, parents, and/or the public with the ability to define problems, collect data, establish facts, and draw valid conclusions.</p> <p>Physical Demands- Physical stamina and emotional stability to work effectively under pressure and to keep all aspects of the job under control.</p>	
Performance Responsibilities	
<p>I. Planning</p> <p>A. The teacher will plan effectively for instruction by preparing lesson plans which contain the following:</p> <ol style="list-style-type: none"> 1. Specifying learner outcomes in clear, concise objectives. 2. Including activities that develop objectives. 3. Identifying and plans for individual differences. 4. Identifying materials, other than standard classroom materials, for the lesson. 5. Stating method(s) of evaluation to measure learner outcomes. 6. Developing/Implementing an Individual Education Plan (IEP), ITP, and/or IFSP.* <p>*For teachers of exceptional children.</p> <p>II. Management</p> <p>A. The teacher will maintain an environment conducive to learning by:</p> <ol style="list-style-type: none"> 1. Organizing available space, materials and/or equipment to facilitate learning. 2. Promoting a positive learning climate. <p>B. The teacher will maximize the amount of time available for instruction by:</p> <ol style="list-style-type: none"> 1. Managing routines and transitions in a timely manner. 2. Managing and/or adjusting allotted time for activities planned. <p>C. The teacher will manage learner behavior to provide productive learning opportunities by:</p> <ol style="list-style-type: none"> 1. Establishing expectations for learner behavior. 2. Using monitoring techniques to facilitate learning. <p>III. Instruction</p> <p>A. The teacher will deliver instruction effectively by:</p> <ol style="list-style-type: none"> 1. Using techniques which develop lesson objective(s). 2. Sequencing the lesson to promote effective learning. 3. Using available teaching materials to achieve lesson objective(s). 4. Adjusting the lesson when appropriate. 5. Integrating technology into instruction. <p>B. The teacher will present appropriate content by:</p> <ol style="list-style-type: none"> 1. Presenting content at a developmentally appropriate level. 2. Presenting accurate subject matter. 3. Relating relevant examples, unexpected situations, or current events to the content. 	

- C. The teacher will provide opportunities for student involvement in the learning process by:
 - 1. Accommodating individual differences.
 - 2. Demonstrating the ability to communicate effectively with students.
 - 3. Stimulating and encouraging higher order thinking at the appropriate developmental levels.
 - 4. Encouraging student participation.
- D. The teacher will demonstrate the ability to assess and facilitate student academic growth by:
 - 1. Consistently monitoring ongoing performance of students.
 - 2. Using appropriate and effective assessment techniques.
 - 3. Providing timely feedback to students.
 - 4. Producing evidence of student academic growth under his/her instruction.

IV. The teacher will submit and successfully complete a Professional Growth Plan annually.

V. School Improvement

- A. The teacher shall take an active role in building level decision making by:
 - 1. Participating in grade level and subject area curriculum planning and evaluation.
 - 2. Serving on task forces and decision making committees, when appropriate.
 - 3. Implementing the School Action Plan.
- B. The teacher will create partnerships with parents/caregivers and colleagues by:
 - 1. Providing clear and timely information to parents/caregivers, and colleagues regarding classroom expectations, student's progress and ways they can assist learning.
 - 2. Encouraging parents/caregivers to become active partners in their children's education and to become involved in school and the classroom.
- 3. Seeking community involvement in the instructional program.

VI. Other Responsibilities include:

- A. Shall be punctual.
- B. Shall follow prescribed procedures for absences including obtaining substitute.
- C. Shall have usable lesson plans for substitute teachers.
- D. Shall complete reports and other assignments accurately and as scheduled.
- E. Shall perform extracurricular duties and after school activities as assigned.
- F. Shall demonstrate proper grooming and personal hygiene.
- G. Shall be discrete when handling confidential information.
- H. Shall be willing to implement recommendations.
- I. Shall exhibit professional and personal traits conducive to effective teaching and learning.
- J. Shall follow all district policies and state laws.
- K. Shall perform other duties as assigned by the proper authority.

Minimum Qualifications

Shall meet state minimum certification requirements for teacher certification as specified in the Department of Education Bulletin 746 and as mandated by the Central Community School System at the time of appointment to this position.

Essential Functions

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Director of Human Resources. It should also be noted the order of duties/responsibilities as listed in the job description is not designed nor intended to rank the duties in any order of importance relative to each other.

Employee Sign-Off		
<i>My signature indicates that I have received, reviewed, understand, and agree to this job description; and further acknowledges that I have received a copy for my records.</i>		
<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>
<i>Received</i>		
<i>By:</i>	<i>Signature</i>	<i>Title/Position</i>
		<i>Date</i>