

Job Title: *Middle School Teacher (FLSA: Exempt)*

Job Objectives: Germantown Municipal School District's Teachers are expected to provide best instructional practices in ensuring that students have a quality educational experience where their potential is maximized.

Minimum Qualifications:

- Appropriate Tennessee licensure and/or licensure eligibility in the state of Tennessee.

Responsibilities and Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Teach and instruct in subject matter areas commonly found in a comprehensive public school system in which you are endorsed or selected to teach.
- Utilize an adopted course of study, instructional program guidelines, and other materials in planning and developing lesson plans and teaching outlines.
- Pursue a variety of methodology in teaching and instructing pupils, including lectures, demonstrations, discussions, and laboratory experiences.
- Conduct teaching and instructional activities, using educational equipment, materials, books, and other learning aids.
- Provide instruction in citizenship and other subject matter specified by legal mandate, district policy, and administrative regulations.
- Plan, develop, and utilize a variety of instructional materials and aids appropriate to the intellectual and instructional level of pupils from varied socio-economic and cultural backgrounds, and who also possess a range of mental and emotional maturity.
- Review, analyze and evaluate the history, background and assessment of pupils in designing instructional programs to meet individual educational needs.
- Individualize and adapt educational processes and procedures to enhance pupil educational opportunities.
- Provide group and individual instruction to motivate pupils, and effectively utilize the time available for instructional activities.
- Maintain appropriate standards of pupil behavior, using behavioral management strategies and techniques, including positive reinforcement and behavior shaping procedures.
- Review, analyze, evaluate, and report pupil academic, social, and emotional growth.
- Prepare, administer, score, record, and report the results of criterion referenced tests.
- Counsel, confer and communicate with parents, school and district personnel regarding pupil progress, and in the interpretation of the educational program.
- Cooperatively pursue alternative solutions to ameliorate pupil-learning problems, and to enhance expanded academic, social and emotional growth opportunities.
- Maintain an effective learning environment through the proper control of heating, lighting, and ventilation, and the utilization of exhibits, displays, and independent study centers.
- Select and requisition appropriate educational supplies, materials, books, equipment, and learning aids.
- Perform a variety of non-instructional duties, including curriculum and instructional development activities, student supervision, and consultation activities.
- Seek professional growth opportunities on a yearly basis that keep your professional current with best practices in a 21st Century learning environment.

- Be prepared to perform the job in accordance with the Teacher Evaluation Plan as established by the District and approved by the State Department of Education.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

1. Empathy and commitment to a cause.
2. Deep understanding of the various school environments and commitment to improving student achievement.
3. Passionately believes that all students can achieve at high levels.
4. Demonstrates cultural competence and a deep understanding of and empathy for issues facing contemporary families.

Communication, interpersonal and team skills:

1. Builds and maintains strong relationships.
2. Works successfully alone or on a team.
3. Participates proactively with teams.
4. Strong verbal and written communication skills; tailors message for the audience, context, and mode of communication.
5. Actively listens to others and is able to effectively interpret others' motivations and perceptions.

Leadership skills:

- Motivates and inspires students to action to achieve ambitious goals.
- Builds and maintains positive relationships with individuals and groups.
- Moves professional learning communities to consensus.
- Builds coalitions and works collaboratively with diverse stakeholders at all levels, including but not limited to school personnel, students, families, communities, and/or advocacy groups.

Supervisory Responsibility: Student supervision required.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

Standard office environment.

Signatures: *This job description will be approved by the Human Resources Management Team before being posted. The employee who is offered the position will be required to sign their name that will constitute the acceptance of this job description.*

For Office use: Employee signature: _____ date: _____
"Employee signature constitutes understanding of this job description including the requirements, essential functions, and duties of the position."

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