

JOB DESCRIPTION TEACHER

4e.

TITLE: Teacher

QUALIFICATIONS:

- License commensurate with Mississippi Department of Education requirements.
- Good physical condition with ability to lift 10 pounds

REPORTS TO: Building Principal/Administrator

JOB GOAL:

To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

1. General

- a. Maintains professional work habits, including regular and punctual attendance and appropriate use of conference and planning time.
- b. Meets and instructs assigned classes in the locations and at the times designated.
- c. Uses effective oral and written expression.
- d. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- e. Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal law.
- f. Adheres to all district policies and procedures for purchasing and handling of money and equipment.
- g. Shares responsibility during the school day for the supervision of students.
- h. Demonstrates competency in all areas of the designated state curriculum framework.

2. Programming

- a. Designs and implements the designated programs so that they are consistent with the total educational philosophy of the district.
- b. Works in coordination with other teachers in planning and integrating to enhance student learning.
- c. Assists with the ongoing curriculum revision process.
- d. Assists in the selection of books, equipment and other instructional materials to support the curriculum framework and district instructional philosophy.

3. Instruction

- a. Prepares for all assigned classes and/or lab experiences and shows written evidence of preparation upon request of immediate supervisor.
- b. Prepares lesson plans which incorporate varied instructional techniques, multimedia, integration strategies, and maximize time on task.
- c. Plans and implements a program of study designed to meet individual needs of students.
- d. Plans and prescribes purposeful assignments for paraprofessionals, tutors and volunteers as needed.
- e. Creates an instructional environment conducive to learning and appropriate to the maturity and interests of the students.
- f. Guides the learning process toward the achievement of curriculum goals and in harmony with the goals; Selects and clearly communicates objectives and expected learner outcomes for all lessons, units, and projects.

- g. Employs a variety of instructional techniques and instructional media consistent with the physical limitations of location provided and takes into consideration the needs and capabilities of the individuals or student groups involved.
- 4. Classroom Management
 - a. Assists the administration in implementing all policies and rules governing student life and conduct as prescribed by board policy, administrative procedures, the student handbook, and program guidelines.
 - b. Develops, in accordance with district and school guidelines, reasonable rules of classroom behavior and appropriate discipline techniques that are fairly and consistently applied.
 - c. Encourages students to set and maintain standards of professional behavior consistent with the program for which they are preparing.
- 5. Student Evaluation
 - a. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
 - b. Uses appropriate and varied assessment instruments pertinent to instruction to assess student progress.
 - c. Makes appropriate adjustments in the instructional program based upon student evaluation outcomes and as required.
 - d. Communicates student performance and progress to parents.
 - e. Refers students who require further evaluation or follow-up services to the appropriate school personnel or community agencies.
- 6. Public Relations
 - a. Upholds and enforces board policy, administrative procedures, school rules and regulations, and is supportive of them to the public.
 - b. Strives to communicate the positive aspects of our school program to the public in word and deed.
 - c. Maintains positive and constructive communication with students, staff, parents and community.
 - d. Makes provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
 - e. Establishes and maintains cooperative relations with other employees, departments, and schools.
 - f. Assists in providing information to community groups and parents concerning educational programs.
 - g. Assists in coordinating news releases for local news media, district newsletters, and other forms of communication as approved by district guidelines.
- 7. Record Keeping
 - a. Maintains accurate and complete records as required by law, district policy, and administrative regulation.
 - b. Ensures that each student has necessary evaluation records on file.
 - c. Meets all reporting requirements for school, district, state, federal and related agencies.
 - d. Provides accurate and timely reports as requested.
 - e. Fulfills responsibilities as directed.
- 8. Professional Growth
 - a. Maintains documentation in order to receive licensure renewal.
 - b. Continues professional growth through an ongoing program of job-related knowledge and skill development to include attendance at workshops and conferences, membership in professional organizations, reading professional literature, and the exchange of ideas.
 - c. Attends and participates in faculty meetings, parent conferences, district meetings, and interdisciplinary planning as required.

TERMS OF EMPLOYMENT: **187 days** (As Determined by Job Assignment) **Certified/Exempt**

EVALUATION: Performance of this job will be evaluated by the supervising administrator.

Approved by the School Board on: July 11, 2006
June 10, 2008