

JOB DESCRIPTION

POSITION: **TEACHER**

RESPONSIBLE TO: Building Principal

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

JOB GOALS: 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. Meet and instruct assigned class in the locations and at the time designated.
2. Plan a program of study that, as much as possible, meets the individual needs and abilities of the students.
3. Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Prepare for classes assigned and show written evidence of preparation upon request of immediate supervisor.
5. Set and encourage students to maintain standards of classroom behavior.
6. Guide the learning process toward the achievement of curriculum goals and – in harmony with the goals – establish clear objectives for all lessons, units, projects, and communicate these objectives to the students.
7. Employ a variety of instructional techniques and instructional media that is consistent with the physical limitations of the location provided and meets the needs and capabilities of the individuals or student groups involved.
8. Strive to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
9. Assess the accomplishments of the students on a regular basis and provide progress reports as required.
10. Diagnose the learning disabilities of students on a regular basis and seek the assistance of district specialists as required.
11. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
12. Maintain complete and accurate records as required by law, district policy, and administrative regulations.
13. Assist the administration in implementing all policies and/or rules governing student life and conduct. Develop reasonable rules of classroom behavior and procedure and maintain order in the classroom in a fair and just manner.
14. Make 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.
15. Plan and supervise purposeful assignments for teacher aides and/or volunteers and evaluate their job performance cooperatively with department heads.
16. Strive to maintain and improve professional competence.
17. Attend staff meetings and serve on staff committees as required.