

 **JOB DESCRIPTION****JOB TITLES:**

Teacher

- Elementary Classroom Teacher (Grades K-5: ELA, MA, Reading, SCI or SS)
- Secondary Classroom Teacher (Grades 6-12: ELA, MA, Reading, SCI or SS)
- Other Classroom Teacher (Grade K-12: Art, Music, Band, PE, FACS and any teaching position not covered under Elementary or Secondary Classroom Teachers)

**QUALIFICATIONS:**

- Certificate, license, or other legal credential required.
- Degree(s) required in the area of major study.
- Kind and amount of prior job experience required.
- Physical and mental condition fitting him/her to instruct or associate with children.
- Ability to communicate effectively with the community, students, staff and parents.
- Such alternatives to the above qualifications as the Board of Education may find appropriate.

**REPORTS TO:**

Person designated by the Board of Education or the Superintendent of Schools.

**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. Meet and instruct assigned classes in the locations and at the times designated.
2. Plan a program of study that, as much as possible, is differentiated to meet the individual needs, interests, 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. Encourage students to set and maintain standards of classroom behavior to maximize time on task.
6. Guide the learning process toward the achievement of curriculum goals and --in harmony with the goals--establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
7. Employ a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
8. Strive to implement by instruction and action the district's mission statement and instructional goals and objectives.
9. Use various forms of assessment to monitor and manage student learning and provide progress reports as required.
10. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.

 **JOB DESCRIPTION**

11. Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulation. Submit forms and reports in a timely manner.
12. Assist the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develop reasonable rules of classroom behavior and procedure, and maintain order in the classroom in a fair and just manner.
13. Make provision 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. Communicate regularly with parents regarding student progress and other educational concerns.
14. Plan and supervise purposeful assignments for teacher aide(s) and volunteer(s) and, cooperatively with department heads, evaluate their job performance.
15. Keep current on instructional knowledge and content knowledge, and explore changes in teaching behaviors that will improve student performance. Participate in professional development activities.
16. Attend staff meetings and serve on staff committees as required.
17. Participate as a member of an IEP team, 504 team or other student assistance teams as requested.
18. Implement special educational plans such as 504 plans, individual educational programs and individual health plans.
19. Report suspected abuse, neglect, discrimination and harassments as directed by board policy.
20. Prepare lesson plans for use by a substitute teacher.
21. Communicate and interact with the community in a professional manner.
22. Assume such other duties as assigned by supervisor or administrative personnel.

**TERMS OF EMPLOYMENT:**

Salary, work day, and year to be established by the Board of Education.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Board of Education's policy on Evaluation of Professional Personnel.

[Return to Table of Contents](#)