

JOB DESCRIPTION

POSITION: Classroom Teacher

QUALIFICATIONS: Bachelor's Degree in Education

EVALUATED BY: Principal

POSITION RESPONSIBILITIES

Planning

1. Design Google Classroom so that it is consistent with the total educational philosophy of the district.
2. Continue professional growth through self-directed, as well as defined professional development opportunities, which may include additional training, professional learning communities, outside research, and reading professional literature.
3. Assist with school-wide data analysis, as part of a professional development needs assessment.
4. Appropriately communicates and interacts with other professional staff in academic planning and school committee work.

Instruction

1. Implement instructional activities that contribute to a positive environment where students are actively engaged in meaningful learning experiences.
2. Provide differentiated instruction to meet the needs of all students.
3. Collaborate with the instructional team concerning student educational needs as requested.
4. Clearly articulates deadlines, schedules, and procedures to students and parents to ensure that students complete coursework in a timely manner.
5. Provide consistent, immediate feedback to student learning and asks analytical questions that elicit students' responses that incorporate prior knowledge, life experience and interests that are directly related to the content objective.
6. Assist students and parents with technical support requests relating to the course interface and student information systems.
7. Uses a variety of programs and software applications, as appropriate, to complete instructional and administrative tasks.
8. Follows the mandates of Louisiana Components of Effective Teaching.

Public Relations

1. Establishes and maintains appropriate relationships with students, parents, staff, and community members by communicating in a tactful, courteous, and confidential manner.
2. Work with students, parents, and schools in a positive, proactive manner.
3. Provide direct consultation and guidance to students and parents on matters relating to courses, procedures, and learning strategies.

4. Assist in providing information to community groups, schools, or parents about the Google Classroom experience.
5. Participate in community-based extracurricular activities as requested.
6. Utilizes email and social media platforms in a professional manner.
7. Does not engage in discriminatory practices on any basis, including race, origin, gender, socio- economic status, disability, religion, or political beliefs.

Monitoring and Reporting

1. Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner.
2. Maintain effective and efficient record keeping procedures.
3. Complete appropriate reports for local, state, federal and educational agencies.
4. Use formative and summative assessments in order to differentiate and improve instructional practices and strategies.
5. Evaluate student performance on a regular basis and provide feedback to students and parents.
6. Ensures that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification.
7. Meet program expectations for progress monitoring and parent/student communication.
8. Maintain records of parent and student contact.

Other

1. Requests purchase of supplies in keeping with Allen Parish School Board and individual school practices.
2. Job description and duties are subject to modification as needed.
3. Follows a time and/or duty schedule authorized by the school principal for the school day and extracurricular activities.
4. **Perform other duties as assigned by the proper authority with a positive attitude and team spirit.**