

Allen Parish Schools
Job Description
2024-2025



TITLE: Regular Education Teacher (Prekindergarten - Grade 12)

QUALIFICATIONS: Bachelor's degree, valid Louisiana Teaching Certificate in the assigned areas of instruction pursuant to BESE *Bulletin 746*

REPORTS TO: School Principal

JOB GOAL: To lead and supervise students toward realizing their intellectual, emotional, and psychological potential and to perform tasks which may be necessary for the efficient operation of the school.

TERMS OF EMPLOYMENT: 9, 10, 11 or 12-Month

EVALUATION: Educator evaluation annually pursuant to BESE *Bulletin 130*

COMPENSATION: Allen Parish Teacher Salary Schedule

PERFORMANCE RESPONSIBILITIES:

1. Fulfill all duties traditionally expected of those in the teaching profession.
2. Design, plan and deliver student-centered instruction to all students effectively as measured by the educator evaluation system in accordance with federal and state regulations.
3. Assume responsibility for growth in student learning in the assigned area of instruction.
 - a. Ensure that student growth is continuous and appropriate for assigned students.
 - b. Develop and meet two yearly student learning targets which positively affect student achievement through job responsibilities.
4. Plan and prepare in advance for teaching of classes and students assigned. Provide written evidence of preparation which references standards, units, activities, materials, literacy strategies, and formal/informal evaluation of learner outcomes upon request.
 - a. Establish learning objectives consistent with appraisal of student needs, requirements of district-adopted curricula, and knowledge of human growth and development.
 - b. Plan for and utilize instructional methods, resources and evaluation techniques which motivate and enable each student to achieve learning objectives.
 - c. Create and maintain a classroom environment that provides for student involvement in the learning process and enables each student to achieve learning objectives in the least restrictive environment.
 - d. Establish, post, and enforce rules and expectations for student behavior.
 - e. Implement all components of relevant district-adopted curriculum.
 - f. Provide opportunities for students' involvement and engagement in the learning process to enhance retention, application, relevance, and higher order thinking.
 - g. Use all available resources including differentiated instruction to develop intervention plans for students failing to progress at an acceptable pace with their class and/or peer group.
 - h. Plan and provide regular, rigorous assessments which are aligned with the depth and rigor of the state standards and content, including curriculum resources, and provide timely academic feedback to promote student learning.
 - i. Understand individualized plans for assigned students with behavior, health, and learning needs and ensure accommodations and modifications are in place in the classroom.

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5. Collaborates with district leaders, school leadership and colleagues both formally through clusters, ILT, vertical teaming and grade-level teaming and informally.
6. Analyzes all relevant data to establish individual goals for students, monitors progress towards goals and makes necessary adjustments
7. Identify student needs and cooperate with other professional staff members in assessing students and developing plans to address health, behavioral and learning problems.
8. Provide accommodations and/or interventions for at-risk/remedial students, and/or sub groups as appropriate.
9. Exert every effort to provide clear and timely information at regular intervals to parents, caregivers, and colleagues regarding classroom expectations, student progress, student conduct, and ways they can assist student learning and behavior. Be available for parent-teacher conferences.
10. Assist school administration in implementing all policies and rules governing student conduct and effective school operation.
11. Monitor student conduct throughout the school building and grounds and enforce all policies and rules governing student conduct.
12. Assist administrators and other staff members in the orderly, expedient and safe transition of students from one location to another.
13. Implements feedback and engages in coaching from walk throughs and observations.
14. Conducts self-evaluations.
15. Take all necessary and reasonable precautions to protect students, equipment, books, materials, and facilities.
16. Report to assigned duty locations to supervise students.
17. Perform various administrative duties such as taking attendance, organizing the classroom, and responding to emails and phone calls from parents, school administrators, and staff in a timely manner.
18. Maintain a physical classroom environment that is organized to promote learning for all students, with supplies, equipment, and resources accessible to provide opportunities for students.
19. Maintain effective, efficient, and timely record-keeping procedures, including but not limited to lesson plans, student attendance, student grades, physical inventory management, classroom schedules, student assessment data, student's written work.
20. Supply adequate lesson plans, seating charts, class rosters, and other essential information for substitutes in the event of absence from work.
21. Collaborate with district leaders, school leadership and colleagues both to enhance the instructional environment for students by participating in activities which may include, but are not limited to, team teaching, team planning, professional learning community meetings, grade-level meetings, staff development, and various committees.
22. Serve on special committees (e.g., 504, Student Well-Being, SBLC, PBIS, Pupil Progression/IAIP, Crisis, Dyslexia, ATP) as required by School Principal or district administration and perform related work as required.
23. Provide or supervise personal care and medical care of students as stated in IEP, IAP, Healthcare Plan, etc.
24. Provide leadership, supervision, and support for students' extracurricular activities in assigned student organization or club including but not limited to:
 - a. Attend all events which students attend as an official club function, including but not limited to local, regional, state, and national conferences and competitions.
 - b. Ensure plans for all club functions conform to school and district policy.
 - c. Enforce the applicable student dress code at all official club functions.

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- d. Safeguard and accurately account for all monies advanced by or received from students, parents, the school, or other persons, including vendors and donors, in accordance with the rules of his/her school and the policies of the Board.
 - e. Properly document and maintain receipts evidencing all monies collected and/or spent in accordance with the rules of his/her school and the Board.
 - f. Be present and on time for all official club functions and transportation to and from events as assigned by the School Principal.
 - g. Comply with all state and national governing board rules, where applicable.
 - h. Maintain equipment and facilities related to assigned club or organization.
25. Attend after-school events as scheduled, including but not limited to in-person faculty meetings once per month, parent/family night events no more than six times per school year, and after-school athletic and special events duty as assigned, not to exceed fifteen events per school year.
26. If assigned to multiple locations, provide and follow consistently the daily schedule provided to direct supervisor, school principals, and applicable teachers.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain confidentiality in all matters related the Allen Parish School Board.
2. Maintain professional personal appearance and demonstrate respect for colleagues.
3. Attend work regularly; report to work on time; and provide advance notice of need for absence.
4. Gain approval from the principal for any time off of work. Out-of-state trip must be placed on the School Board agenda and approved by the Board.
5. Check emails daily and reply to emails in a timely fashion.
6. Display proper respect for authority, receive and implement constructive criticism, avoid use of sarcasm and inappropriate behavior and language when dealing with others and serve as exceptional model for all.
7. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
8. Perform job responsibilities consistently, use time wisely, plan properly, and take care of materials and equipment.
9. Demonstrates trustworthiness; exercise good judgment.
10. Wear Allen Parish School Board badge at all times.
11. Plan and deliver district and school-level professional development.
12. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
13. Keep the principal and/or direct supervisor informed of the progress being made in the area(s) of responsibility.
14. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the principal.
15. Collaborate with district leadership, administrators and teachers to analyze data, establish goals and develop plans with action steps and a means to monitor effectiveness.
16. Analyze data to make data-driven decisions
17. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
18. Remain open to suggestions and innovative ideas; receive and apply feedback.
19. Demonstrate competence in areas of responsibility.
20. Exert every effort to constructively involve stakeholders in all professional settings.
21. Communicate appropriately face-to-face, through phone calls and electronic communication and work effectively with all populations.

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22. Receive and respond to phone calls and text messages prior to the start of the work day, after the conclusion of the work day and on non-working days, when necessary.
23. Attend meetings generally associated with the instruction of students as needed or directed.
24. Attend faculty, staff and department meetings as needed or directed.
25. Attend training sessions as needed or directed.
26. Attend job fairs and related recruitment and retention events as needed or directed.
27. Attend IEP/IAP/SBLC meetings as needed or directed.
28. Attend district meetings as needed or directed.
29. Attend back-to-school, orientation, stakeholder involvement, open-house, extracurricular events, co-curricular events as needed or directed.
30. Attend graduations, banquets, concerts and awards as needed or directed.
31. Attend school board and/or committee meetings as needed or directed.
32. Support crisis management plans during situations that warrant as needed or directed.
33. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/ control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
34. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
35. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.
36. Direct, coordinate, and/or supervise all students for whom you are responsible.
37. Participate in parent conferences, as needed.
38. Act as technical advisor and resource person to assist others in area(s) of responsibility.
39. Job description and duties subject to modification as needed. Perform such other tasks and assumes responsibilities as the Superintendent may assign.
40. Support the policies and procedures of the Allen Parish School Board.
41. Adhere to Allen Parish Employee Conduct and Sexual Harassment Policies.

PHYSICAL RESPONSIBILITIES AND OTHER CONDITIONS:

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

1. Strength
 - a. Ability to stand, sit, walk, reach, bend, lift, push, pull and/or carry objects which weigh 10 – 50 pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.
2. Transportation
 - a. Ability to provide own transportation to schools, work locations and meeting sites.
3. Environmental Requirements
 - a. Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors and outdoors.

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4. Mental Requirements

- a. Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records

While the operation of the Allen Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have received and reviewed my job requirements.

Printed Name of Evaluatee

Printed Name of Evaluator

Signature of Evaluatee

Signature of Evaluator

Date Signed by Evaluatee

Date Signed by Evaluator