

BOGALUSA CITY SCHOOL DISTRICT
Department of Human Resources
JOB DESCRIPTION

TITLE	Teacher (FLSA Exempt)
REPORTS TO	School Principal, and/or Assistant Principal
TERMS OF EMPLOYMENT	Nine Months. Salary and work year established by the Superintendent.

- MINIMUM QUALIFICATIONS:**
- United States citizen or authorized alien
 - Those requirements as outlined in Louisiana Bulletin 746, Louisiana Standards for State Certification of School Personnel
 - Physical and mental stamina and ability to perform job functions, tasks and duties.

OVERVIEW OF THE POSITION: To provide effective management of the class (es) to which he/she is assigned. The teacher shall implement an educational program responsive to student needs according to state and local policy, including the Louisiana Components of Effective Teaching. The teacher must plan and implement a program which creates an environment where students can learn and develop optimally.

- PERFORMANCE RESPONSIBILITIES:**
- Domain I: Planning and Preparation-Setting Instructional Outcomes**
1. Establishes instructional outcomes by identifying exactly what students will be expected to learn including rigor and expectations.
 2. Writes instructional outcomes in the form of student learning targets.
 3. Determines instructional activities and the resources needed to complete.
 4. Determines instructional activities with suitability for diverse learners.
 5. Plans for appropriate methods of assessment to determine a level of student attainment.
 6. Differentiates for students of varied abilities.
 7. Creates measureable outcomes central to the discipline and related to those in other disciplines.
 8. Prepares virtual lessons and plans, as necessary.
 9. Submits lesson plans and other required documentation electronically, as necessary.

- THE CLASSROOM ENVIRONMENT:**
- Domain II: Managing Classroom Procedures**
1. Establishes and monitors routines and procedures for the smooth operation of the classroom and the efficient use of time.
 2. Instructional groups are used and managed effectively.
 3. Non-instructional tasks are completed efficiently (lunch count, roll, administrative forms, etc.).
 4. Transitions between activities and management of materials are done to maintain momentum and maximize instructional time.
 5. Establishes efficient routines and teaches students to employ them effectively.

- INSTRUCTION**
- Domain III: Using Questioning and Discussion Techniques**
1. Uses questioning and discussion techniques to deepen student understanding.
 2. Uses divergent as well as convergent questions framed in a way that they facilitate forming hypotheses, making connections, and challenging previously held views.
 3. Values student responses to questions by responding to them and using their ideas as a foundation for discussion.
 4. Uses high quality questions to encourage students to make connections amongst concepts or event

previously believed to be unrelated and arrive at new understandings of complex material.

5. Poses questions for which they do not know the answers; thus, eliciting student responses, opening lines of communication, and promoting thinking by students.
6. Engages all students in important issues and in using their own language to deepen and extend their understanding.
7. Allows students to formulate questions used in class discussions.
8. Teaches students how to formulate high-level questions.
9. Promotes learning through discussion.
10. Teacher uses a range of techniques to ensure that all students contribute to the discussion and enlists the assistance of students to ensure the outcome.
11. Uploads virtual lessons in a timely manner consistent with parish and school directives.

Domain III: Engaging Students in Learning

1. Actively involves students in important and challenging content aligned with lesson objectives.
2. Develops student understanding through engagement activities.
3. Provides choice of work and assists students in making important contributions to the intellectual life of the class.
4. Creates activities and assignments that promote learning and are aligned to the goals of the lesson.
5. Creates activities and assignments that require student thinking that emphasize depth over breadth allowing students to exercise choice.
6. Groups students of similar background and skill.
7. Uses instructional materials that are developmentally appropriate to the students' experience as well as the course content.
8. Allows time for reflection and closure in all lessons.
9. Facilitates instruction with students taking a major role in their learning.
10. Prepares for and conducts virtual instruction.
11. Remains assessable to school-based and virtual students.

ASSESSMENT

Domain III: Using Assessment in Instruction

1. Recognizes assessment to be an integral part of instruction.
2. Assesses and monitors student learning by eliciting evidence of student understanding using a variety of techniques.
3. Monitors student understanding offering timely and constructive feedback providing guidance to students in areas of needed improvement.
4. Circulates in the classroom to monitor student learning.
5. Creates questions or use techniques to ascertain the degree of understanding of every student.
6. Provides students with clear criteria for learning and teach the skills necessary for students to check their skills and assume responsibility for their learning.
7. Reflects on their craft and recognize the need for adjustments in instruction.
8. Engages students in self- or peer- assessment.

PROFESSIONAL RESPONSIBILITIES:

Professional Responsibilities

1. Exhibits regular attendance and punctuality.
2. Communicates effectively with students, staff, parents, and community.
3. Assumes outside classroom duties as related to school.
4. Assists in enforcing school/board rules and policies.
5. Ensures proper care of textbooks, teaching aids, and equipment.
6. Participates in professional development opportunities to further develop effectiveness.
7. Creates partnerships with parents/caregivers and colleagues.

8. Supports school programs and displays positive attitude.
9. Completes reports and records as assigned.
10. Projects well-groomed appearance, both at school and on virtual platform.
11. Meets the criteria for a Professional Growth Plan following the guidelines in the Bogalusa City School Personnel Evaluation Program.
12. Utilizes school technology and maintains student interaction in accordance with District and school policies.
13. Perform all other duties or responsibilities not listed as delegated by the principal of the school and BCS policy.
14. Complies with all school opening and COVID-19 policies and procedures including, but not limited to, those governing facial coverings, food service, hygiene, cleaning, student monitoring, transportation, etc.

While the operation of the Bogalusa City 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.

SALARY SCHEDULE: See salary schedule as established by the Bogalusa City School Board.

EVALUATION: Shall be evaluated in accordance with the Bogalusa City Schools' Personnel Evaluation Plan. Competencies and Performance Standards will be used for Teacher evaluation in conjunction with measures of student growth. Measures of student growth will be aligned with Louisiana Law and BESE Policy.

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive and the position may require other essential and/or non-essential functions as assigned by the Superintendent.

REVIEWED AND AGREED TO BY

Signature of Evaluatee

****My signature acknowledges that I hereby accept the job description as the job duties that are expected of me.**

Printed Name of Evaluatee

Date