

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** English/Language Arts Teacher

**Terms of Employment:** 9-month contract; 183 days

**FLSA Status:** Exempt

**Reports To:** Principal

**Brief Description of Position:**

The English/Language Arts teacher is responsible for creating a classroom environment that develops in each student skills of listening, speaking, reading, and writing that are fundamental to effective communication and literate citizenship.

**Required Qualifications**

- Bachelor's Degree
- Valid Missouri Teaching Certification in English/Language Arts, Grade 9 - 12
- Excellent oral and written communication skills
- Skilled in human relations, leadership and conflict management
- Knowledgeable of teaching techniques that meet the diverse needs of all students
- Sensitivity to the developmental stages and well-being of all students
- Proficiency in computer hardware and software, including word processing, spreadsheets, multimedia presentations, e-mail, internet, digital media and instructional delivery systems

**Preferred Qualifications:**

- Master's degree with major or minor in English
- Working knowledge of Professional Learning Communities

**Essential Duties and Responsibilities:**

- Create a classroom environment that is conducive to learning and appropriate to the maturity, interests and abilities of all students.
- Collaborate regularly with colleagues in order to improve instruction and to employ common assessment.
- Guide the learning process toward the achievement of established curriculum goals.
- Communicate clear objectives to students for all lessons, units and projects.
- Assess the progress of students on a regular basis, provide progress reports as required and communicate with parents regularly.

- Employ a variety of instructional techniques and teaching strategies to meet the different needs and interests of students in whole-group and small-group learning.
- Seek the support of district specialists when concern regarding student progress arises.
- Ensure the classroom environment is safe, healthy and conducive to learning and that materials are in good condition and accessible to all students.
- Maintain an ongoing program of professional growth and development.
- Establish partnerships with the greater community as appropriate in support of the school's academic program.

**Hazards:**

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between locations will cause exposure to hazardous driving and walking conditions

**Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource Coordinator

Revised: August 2013