



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN
TALENT DEVELOPMENT OFFICE

English Teacher

POSITION SPECIFICATIONS

REPORTS TO

Principal.

PRIMARY FUNCTION

To provide an instructional program that will promote an understanding of literature, teach proper grammatical usage, emphasize clarity of communication and encourage interest in reading and creative writing in accordance with district-wide curriculum.

QUALIFICATION PROFILE

CERTIFICATION / LICENSE

Connecticut teacher certification in English, Grades 7-12.

EDUCATION

Bachelor's degree or higher in English or a related field.

EXPERIENCE

Prior teaching experience preferred.

SKILLS, KNOWLEDGE & ABILITIES

- Develops and implements an instructional program consistent with the goals of the district.
- Demonstrates a knowledge, understanding and application of English in the curriculum.
- Contributes to the implementation of a sequential Kindergarten-Grade 12 Language Arts curriculum, which places primary emphasis on student acquisition of basic skills in the areas of reading, writing and speaking.
- Provides students with opportunities to develop critical thinking and decision making skills affording opportunity for creative activity.
- Employs a variety of teaching techniques through the use of instructional materials and audio-visual aids.
- Uses community resources where applicable and available.
- Assesses individual and group needs and prescribes appropriate learning tasks.
- Prepares and maintains written plans to meet individual needs and creative abilities of students.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Establish the criteria for evaluation and uses tests to diagnose students' progress and needs.
- Keep accurate records as required by Building, District, State or Federal requirements.
- Confers with individual students relative to progress, recommendation reinforcement procedures and/or enrichment activities.
- Teaches desirable work and study habits and encourages students to work to the best of their ability and take pride in their accomplishments.
- Creates an atmosphere in which students feel free to express their views.
- Promotes proper care of instructional materials and equipment.
- Provide a learning environment conducive to students' educational development.

ADDITIONAL DUTIES

- Promotes and contributes to inter-departmental activities and programs.
- Shares professional literature and innovative practices with the staff.
- Contributes to school committees, staff meetings, and other staff efforts.
- Assists in interpreting the district's instructional program to parents and community.
- Follows school procedures as established by the Principal in accordance with the contract.
- Makes constructive use of personal evaluation.
- Keeps informed of developments in the field of English instruction.

EQUIPMENT

Must be able to use personal computer and other job-related equipment.

TRAVEL REQUIREMENTS

Infrequent travel, as needed.

TERMS OF EMPLOYMENT

SALARY & BENEFITS

As per agreement with the New Britain Federation of Teachers.

WORK SCHEDULE

As per agreement with the New Britain Federation of Teachers.

UNION AFFILIATION

Member of Local 871, New Britain Federation of Teachers.

FUNDING SOURCE

Local funding

Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

CREATED:
REVISED: 01/2007 JF
BOARD APPROVED: