



IBERIA PARISH SCHOOL BOARD

JOB DESCRIPTION

CLASSROOM TEACHER (REGULAR EDUCATION/SPECIAL EDUCATION)

QUALIFICATIONS

1. United States citizen or authorized alien
2. Those requirements as outlined in Louisiana Bulletin 746 (Louisiana Standards of State Certification of School Personnel)
3. Physical and mental stamina and ability to perform job functions, tasks and duties

REPORTS TO

School Principal
Assistant Principal and/or Administrative Assistant

SUPERVISES

Assigned students

OVERVIEW OF THE POSITION

To plan and implement a program which creates an environment where students can learn and develop optimally.

PERFORMANCE RESPONSIBILITIES

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 the Iberia Parish School Board's Regulations for the Evaluation and Assessment of School Personnel as outlined in the Louisiana's Accountability System(Bulletin 130/COMPASS).

Domain 1: Planning and Preparation-1C-Setting Instructional Outcomes

- The teacher values, sequences and aligns curriculum enabling students to build their understanding of important ideas from concept to concept.
- The teacher designs and structures lessons so that learner outcomes are at an appropriate cognitive level.
- The teacher writes and plans multi-disciplinary outcomes for student learning, not student activity.
- The teacher differentiates outcomes and instruction for students of varied abilities.
- The teacher creates and/or uses a variety of assessment tools that are curriculum-aligned and challenging.

Domain 2: The Classroom Environment-SC-Managing Classroom Procedures

- The teacher helps students to develop skills to work purposefully and cooperatively in groups.
- The teacher facilitates lessons that engage students in different types of activities-large groups, small groups and independent work.
- The teacher ensures smooth functioning of all routines and maximizes instructional time.

Domain 3: Instruction-3B-Questioning and Discussion Techniques

- The teacher develops and presents questions that cause students to think and reflect; resulting in a deeper understanding of the topic.
- The teacher promotes learning through discussion.

- The teacher uses a range of techniques to ensure that all students contribute to the discussion and enlists the assistance of students to ensure this outcome.

Domain 3: Instruction-3C-Engaging Students in Learning

- The teacher facilitates activities and assignments that promote learning and are aligned with the goals of the lesson.
- The teacher groups students for instruction in a variety of ways using factors such as similar backgrounds, ability levels, as well as random groupings.
- The teacher selects instructional materials suited to engaging students in understanding and learning at a deeper level.
- The teacher delivers lessons that are appropriately structured and paced.

Domain 3: Instruction-3D-Using Assessment in Instruction

- The teacher aligns assessment to the curriculum.
- The teacher informs students of the criteria for assessment.
- The teacher monitors student learning using a variety of techniques.
- The teacher provides valuable feedback in a timely, constructive and substantive manner.
- The teacher promotes student self-assessment and student self-monitoring of their progress.

Professionalism Competency – The teacher contributes to achieving the school’s mission, engages in self-reflection and growth opportunities, and creates and sustains partnerships with families, colleagues and communities.

Professional Responsibilities:

- The teacher assists the principal/designee as requested in school operation (student surveillance, etc.)
- The teacher practices school rules and policies.
- The teacher arrives and leaves on time and informs principal/designee of absences.
- The teacher assumes responsibility for implementing emergency procedures.
- The teacher reports pupil progress as required.
- The teacher completes reports and other assignments as scheduled.
- The teacher assists in maintaining school-wide discipline in accordance with Board policy.
- The teacher carries out extra-curricular duties and after school activities as requested.
- The teacher maintains classroom materials and supplies. The teacher maintains a neat and attractive classroom.
- The teacher sees that standards for treatment of school property are upheld by students and others.
- The teacher adheres to the Iberia Parish School Board’s Internet Acceptable Use Policy.
- The teacher engages in self-reflection and growth opportunities to support high levels of learning for all students.
- The teacher collaborates and communicates effectively with families, colleagues and the community to promote students’ academic achievement and to accomplish the school’s mission.
- The teacher follows a humanistic approach with students.
- The teacher uses constructive criticism of students.
- The teacher adjusts the facilities of the room to meet the needs of the students.
- The teacher maintains confidentiality regarding student information.
- The teacher adheres to the Iberia Parish School Board Employee Dress Code Policy.
- The teacher attends meetings when directed by stepped evaluators.

- The teacher maintains a professional stance toward others (students, parents, colleagues, administration, etc.).
- The teacher conducts classroom routines with a minimum of wasted time and motion.
- The teacher notifies students of rules and expected conduct.
- The teacher enforces consistent standards of conduct.
- The teacher participates in professional development activities.
- The teacher has rapport and is compatible with staff.
- The teacher provides a good vocal/language model.
- The teacher demonstrates enthusiasm and motivation as a teacher and faculty member.
- The teacher maintains good public relations between the community and the school.
- The teacher implements the school’s PBIS plan.
- The teacher does not engage in outside work or activity that will interfere with teaching duties.
- The teacher sets a good example for students by attitude and conduct.
- The teacher performs other assignments made by the appropriate authority.
- All employees are subject to drug/alcohol testing in accordance with IPSB Policy GAME.
- Develops a Professional Growth Plan in collaboration with the evaluation process.

EVALUATION

Performance in this position will be evaluated according to the guidelines established in Bulletin 130.

Reviewed and Agreed to: _____ Date: _____
Employee’s Signature

Printed Name: _____

Received By: _____ Date: _____
Name and Title

(August 2012)