

LAWRENCE COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TEACHER

QUALIFICATIONS:

Proper certification by State Department of Education, with endorsement in field/subject; such other qualifications as may be set by Board of Trustees.

SUPERVISES: Students, instructional assistants, and student teacher(s) as assigned and directed by principal

REPORTS TO: Principal or designee

DUTIES AND RESPONSIBILITIES:

To support the Mission and Beliefs of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

INSTRUCTION AND ASSESSMENT -

The teacher will deliver the instructional program in an organized and effective manner by:

1. Providing quality work that engages students in learning
2. Knowing how to teach the subject(s) to students
3. Recognizing and responding appropriately to individual differences in students
4. Differentiating instruction for a variety of developmental stages and ability levels
5. Implementing adopted curriculum subject matter standards and assessment instruments to meet school and district goals
6. Planning lessons in a logical sequence
7. Demonstrating knowledge of the subjects to be taught and the relationship to other subjects
8. Reflecting on teaching and devising ways of improving performance on an ongoing basis
9. Collaborating with other educators to create the most complete educational environment possible for students
10. Continuously using a variety of assessment techniques and/or models to evaluate student performance
11. Using results of ongoing assessment to improve instruction
12. Assuming responsibility for all students to ensure adequate yearly progress as determined by local, state, and federal standards

13. Participating in the referral-to-placement process for students being referred for Child Study
14. Utilizing technology in the teaching and learning process

### CLASSROOM MANAGEMENT –

The teacher will exhibit effective classroom management skills by:

1. Providing a physical environment that is safe, orderly, hazard-free, and conducive to learning
2. Consistently implementing approved disciplinary measures to allow for effective instruction and classroom management

### COMMUNICATION –

The teacher will exhibit effective communication skills by:

1. Relating to parents and other community members, individual and corporate, in a positive and helpful fashion
2. Writing, speaking, and presenting in a clear, concise, and well-planned manner

### PROFESSIONAL DEVELOPMENT:

The teacher will exhibit professional growth by:

1. Participating in self-initiated and school/district-initiated professional growth in order to maintain licensure and support school improvement efforts

### POLICIES AND PROCEDURES:

The teacher will comply with district and school policies by:

1. Adhering to policies and procedures established by district, state, and federal guidelines
2. Submitting required reports efficiently, promptly, and accurately
3. Inventorying classroom materials, textbooks, and equipment

### OTHER DUTIES:

The teacher will carry out all other assigned duties by:

1. Accepting the responsibilities of co-curricular and extra-curricular duties as assigned by administration
2. Participating in departmental/grade-level teams, school-level teams, and district-level committees as requested
3. Attending school-related functions (e.g. PTA) outside the instructional day
4. Performing other duties as assigned

### TERMS OF EMPLOYMENT:

187 days annually with salary in accordance to the certified teacher salary schedule as approved by the Board of Education

EVALUATION:

Performance of certified personnel will be evaluated annually by their immediate supervisor.

Agreed to By: \_\_\_\_\_

Date: \_\_\_\_\_