

## Teacher

### Job Description

**Reports to:** Principal

**Location:** Wilbur Wright Middle School

**Evaluated by:** Middle School Administration

**Evaluation period:** Annual

### **Purpose of Position:**

The primary function of a teacher is to provide an engaging, quality educational experience for the students in his/her class. A teacher's role is to encourage students to become lifelong learners and critical thinkers.

### **Responsibilities and Duties:**

- Plan effective lessons that are engaging for all students
- Select and use a range of different learning resources and equipment which will enhance the assigned curriculum within the class
- Formulate assessments that are meaningful and monitor student progress
- Disseminate regular feedback to students and maintain progress and student development throughout the semester/year
- Manage student behavior in the classroom and on school grounds and apply appropriate and effective measures in cases of misbehavior
- Enforce school rules and policies on a daily basis
- Participate and contribute in faculty and department meetings
- Prepare students for qualification and standardized exams
- Continue to assess pedagogy in the classroom
- Participate in conferences with students and parents
- Assume responsibility for personal professional development
- Remain informed of educational pedagogy for the classroom and the content area that is being taught
- Confer with parents or guardians, teachers, counselors, and administrators in order to resolve students' behavioral and academic problems

### **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience:**

Bachelor's degree and an active Indiana teaching license

### **Terms of Employment:**

185 days

Salary and benefits determined by the Munster Teachers Association Collective Bargaining Agreement.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation