

**JOB DESCRIPTION
TEACHER**

4e.

TITLE: Teacher

QUALIFICATIONS:

- License commensurate with Mississippi Department of Education requirements.
- Good physical condition with ability to lift 10 pounds

REPORTS TO: Building Principal/Administrator

JOB GOAL:

To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

1. General

- a. Maintains professional work habits, including regular and punctual attendance and appropriate use of conference and planning time.
- b. Meets and instructs assigned classes in the locations and at the times designated.
- c. Uses effective oral and written expression.
- d. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- e. Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal law.
- f. Adheres to all district policies and procedures for purchasing and handling of money and equipment.
- g. Shares responsibility during the school day for the supervision of students.
- h. Demonstrates competency in all areas of the designated state curriculum framework.

2. Programming

- a. Designs and implements the designated programs so that they are consistent with the total educational philosophy of the district.
- b. Works in coordination with other teachers in planning and integrating to enhance student learning.
- c. Assists with the ongoing curriculum revision process.
- d. Assists in the selection of books, equipment and other instructional materials to support the curriculum framework and district instructional philosophy.

3. Instruction

- a. Prepares for all assigned classes and/or lab experiences and shows written evidence of preparation upon request of immediate supervisor.
- b. Prepares lesson plans which incorporate varied instructional techniques, multimedia, integration strategies, and maximize time on task.
- c. Plans and implements a program of study designed to meet individual needs of students.
- d. Plans and prescribes purposeful assignments for paraprofessionals, tutors and volunteers as needed.
- e. Creates an instructional environment conducive to learning and appropriate to the maturity and interests of the students.
- f. Guides the learning process toward the achievement of curriculum goals and in harmony with the goals; Selects and clearly communicates objectives and expected learner outcomes for all lessons, units, and projects.

- g. Employs a variety of instructional techniques and instructional media consistent with the physical limitations of location provided and takes into consideration the needs and capabilities of the individuals or student groups involved.
4. Classroom Management
- a. Assists the administration in implementing all policies and rules governing student life and conduct as prescribed by board policy, administrative procedures, the student handbook, and program guidelines.
 - b. Develops, in accordance with district and school guidelines, reasonable rules of classroom behavior and appropriate discipline techniques that are fairly and consistently applied.
 - c. Encourages students to set and maintain standards of professional behavior consistent with the program for which they are preparing.
5. Student Evaluation
- a. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
 - b. Uses appropriate and varied assessment instruments pertinent to instruction to assess student progress.
 - c. Makes appropriate adjustments in the instructional program based upon student evaluation outcomes and as required.
 - d. Communicates student performance and progress to parents.
 - e. Refers students who require further evaluation or follow-up services to the appropriate school personnel or community agencies.
6. Public Relations
- a. Upholds and enforces board policy, administrative procedures, school rules and regulations, and is supportive of them to the public.
 - b. Strives to communicate the positive aspects of our school program to the public in word and deed.
 - c. Maintains positive and constructive communication with students, staff, parents and community.
 - d. Makes provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
 - e. Establishes and maintains cooperative relations with other employees, departments, and schools.
 - f. Assists in providing information to community groups and parents concerning educational programs.
 - g. Assists in coordinating news releases for local news media, district newsletters, and other forms of communication as approved by district guidelines.
7. Record Keeping
- a. Maintains accurate and complete records as required by law, district policy, and administrative regulation.
 - b. Ensures that each student has necessary evaluation records on file.
 - c. Meets all reporting requirements for school, district, state, federal and related agencies.
 - d. Provides accurate and timely reports as requested.
 - e. Fulfills responsibilities as directed.
8. Professional Growth
- a. Maintains documentation in order to receive licensure renewal.
 - b. Continues professional growth through an ongoing program of job-related knowledge and skill development to include attendance at workshops and conferences, membership in professional organizations, reading professional literature, and the exchange of ideas.
 - c. Attends and participates in faculty meetings, parent conferences, district meetings, and interdisciplinary planning as required.

TERMS OF EMPLOYMENT: **187 days** (As Determined by Job Assignment)
Certified/Exempt

EVALUATION: Performance of this job will be evaluated by the supervising administrator.

Approved by the School Board on: July 11, 2006
June 10, 2008