

OWEN COUNTY SCHOOLS

JOB DESCRIPTION: CLASSROOM TEACHER

JOB CLASS CODE:

(Preschool-2010; Kindergarten-2025; Primary-2030; Elementary-2040; Middle-2050; High-2060; 2095-Exceptional Children)

QUALIFICATION: Valid Kentucky Teaching Certificate

REPORTS TO: Principal

JOB GOAL: To create a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate students to acquire knowledge, skills and attitudes that society feels will contribute to their development into mature, able and responsible men and women in accordance with each student's ability and to establish good relationships with parents and with other staff members.

PERFORMANCE RESPONSIBILITIES:

1. Each teacher shall perform such duties as may be assigned by the principal of the school and at the time and location designated.
2. Create and maintain a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
3. Develop daily lesson plans and instructional materials and provide individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
4. Translate lesson plans into learning experiences to best utilize the available time for instruction.
5. Guide the learning process toward the achievement of curriculum goals and establish objectives for all lessons, units, projects, and the like in order to communicate these objectives to students.
6. Employ instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes and maintains written evidence of preparation.
7. Assist the administration in implementing Board policies, administrative regulations and school policies governing student life and conduct, develop reasonable rules of classroom behavior and procedure, and maintain order in the classroom in a fair and just manner.
8. Assess the accomplishments of students on a regular basis and provide progress reports and counseling to parents as required concerning academic and behavioral progress of all assigned students.
9. Seek assistance of District specialists as required or needed.
10. Establish and maintain standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom and appropriate behavior in other school related activities as set forth by the Student Code of Conduct.
11. Work with faculty colleagues to develop and implement instructional programs that will meet the individual needs, interests and abilities of students to include IEPs of special students.
12. Participate cooperatively with the appropriate administrator to develop the method by which the teacher will be evaluated in conformance with District guidelines.
13. Supervise pupils in and out of classroom activities during the assigned work day.
14. Maintain grades and attendance in approved method and submit as required.
15. Plan and supervise purposeful assignments for Instructional Assistant(s) and volunteer(s).
16. Participate in parent/teacher conferences as necessary to assist the parent's participation and support of a child's education.
17. Maintain accurate, complete and correct records as required by law, district policy and administrative regulation.
18. Continue personal professional growth and upgrading of skills appropriate to teaching assignments.
19. Attend staff meetings, serve on staff committees and accept a share of responsibility for extra-curricular activities.
20. Duties may include performance of health services, for which training will be provided.
21. Each teacher is responsible for the safekeeping of school property in his/her classroom, including textbooks and shall report all damage done to the principal. Inventory records shall be kept and submitted to the Central Office as requested.

- 22. Maintain confidentiality of information regarding employees, individual students and their families.
- 23. Maintain acceptable personal attendance without repeated unexcused absences, tardiness, absences without notification, or abuse of sick leave.
- 24. Performs other duties as assigned by the Principal.

TERMS OF EMPLOYMENT: Salary and number of days per year set annually by the Board of Education

EVALUATION: Performance will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Personnel.

Reviewed by (printed name of employee): _____

Employee Signature: _____

Date Signed: _____