



Poplarville School District

Middle School of Poplarville

Teacher Job Description

Mission Statement: The mission of the Poplarville School District is to serve all students by providing a high-quality education in a safe learning environment.

Title:	Teacher
Qualifications:	Possess a Bachelor’s Degree from an accredited college or university as a minimum requirement and hold at least a class “A” certificate which is valid in the state of Mississippi endorsed in the appropriate field/subject.
Reports to:	Principal or designee
Job Goal:	To create a flexible class environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation education, in accordance with each pupil’s ability; to establish good relationships with parents and with other staff members.
Essential Functions:	<p>Such duties and responsibilities as may be assigned, including but not limited to:</p> <p><u>INSTRUCTION AND ASSESSMENT</u> - The teacher will deliver the instructional program in an organized and effective manner by:</p> <ol style="list-style-type: none"> 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, school, state, and federal guidelines
2. Submitting required reports efficiently, promptly, and accurately
3. Inventorying classroom materials, textbooks, and equipment

Additional Responsibilities:

- 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

Evaluation:

Performance of certified personnel will be evaluated annually by the immediate supervisor in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

Job Specifics for Teacher

Office/Room Location:	As assigned
Scope of Work:	To support the Mission and Beliefs of the District when carrying out duties and responsibilities as assigned
Smartphone:	Not required for communication. Should not be used for personal use at times in which students are assigned to the teacher.
Payscale:	187 days annually with salary in accordance to the certified teacher salary schedule as approved by the Board of Trustees
FLSA:	

ADA Checklist for POSITION HERE

1. The general physical requirements of this position. (Please mark only one)

A. Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

B. Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

C. Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

D. Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

E. Very heavy work. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

2. The physical activity of this position. (Please mark all that apply)

A. Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.

B. Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

C. Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.

D. Kneeling. Bending legs at knee to come to a rest on knee or knees.

E. Crouching. Bending the body downward and forward by bending leg and spine.

F. Crawling. Moving about on hands and knees or hands and feet.

G. Reaching. Extending hand(s) and arm(s) in any direction.

H. Standing. Particularly for sustained periods of time.

I. Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

J. Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

K. Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.

L. Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.

M. Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.

N. Grasping. Applying pressure to an object with the fingers and palm.

O. Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

P. Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Q. Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.

R. Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

3. The visual acuity requirements including color, depth perception, and field vision. (Please mark only one)

A. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

B. The worker is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc.

C. The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.

D. The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).

4. The conditions the worker will be subject to in this position. (Please check all that apply)

A. The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.

B. The worker is subject to outside environmental conditions. No effective protection from the weather.

C. The worker is subject to both environmental conditions. Activities occur inside and outside.

D. The worker is subject to extreme cold. Temperatures typically below 32 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.

E. The worker is subject to extreme heat. Temperatures above 100 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.

F. The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.

G. The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.

H. The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

I. The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.

J. The worker is frequently in close quarters, crawl spaces, shafts, manholes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.

___ K. The worker is required to function in narrow aisles or passageways.

___ L. None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

My signature on this document affirms that I have been provided with a copy of this document and that I understand the general physical requirements for this position.

(Printed Name)

(Signature)

(Date)

Poplarville Separate School District is an Equal Opportunity Employer. Poplarville Separate School District ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Poplarville Separate School District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.