

HUDSON SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: Teacher

POSITION STATUS: Salary Exempt

UNION (if applicable): HFT

LOCATION: Varies

REPORTING TO: Department Head and/or Principal

JOB SUMMARY: To plan, organize and implement an appropriate instructional program in a pre-k through secondary learning environment that guides and encourages students to develop skills and knowledge for mastering competencies. Work is performed under the supervision of the principal.

RESPONSIBILITIES:

- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
- Develops schemes of work, lesson plans and tests that are in accordance with established procedures.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Provide appropriate feedback on work.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required by laws, district policies and school regulations.
- Prepare required reports on students and activities.
- Participate in team professional learning community, department, school, district and parent meetings.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Establish and communicate clear objectives for all learning activities.
- Prepare classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Observe and evaluate student's performance and development.
- Assign and grade class work, homework, tests and assignments.
- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participate in appropriate professional activities including active participation and collaboration in team meetings.
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- N/A Please refer to the responsibilities within the NH DOE Code of Code and Code of Ethics.

SKILLS/QUALIFICATIONS:

- Must demonstrate the competencies associated with the credentials needed for the position consistent with the ED 500s
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to communicate effectively orally and in writing.

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- Must have a demonstrated ability to report to work on a regular and punctual basis.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Knowledge and implementation of relevant technology.
- Meet professional teacher education requirements of school, district and state.

EDUCATION AND EXPERIENCE:

- B.A/B.S degree in teaching from an accredited institution or related field teaching
- Hold valid NH teaching certification or eligibility for alternative certification from the NH Department of Education.

PHYSICAL REQUIREMENTS:

- Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

***Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time, as it deems advisable.

I have read and understand this job description.

Signature:

Date:
