

Greenville Public School District
Job Description
Teacher

Title: Classroom Teacher

Qualifications: 1. Certificate, license, or other legal credential required
2. Degree(s) required and area of major study

Reports To: Superintendent of Education, the Deputy Superintendent, Principal, Assistant Principal and other designated supervisor

Job Goal: To provide students with academic skills necessary to function in daily living, for achieving success on state and national achievement tests, and to serve as a foundation for learning at the next grade level

Lesson Plans

- Utilizes and references districts and/or state mandated competencies, objectives, anchor benchmarks
- Uses a variety of effective teaching procedures, materials/media, and assessments appropriate for learners
- Documents and reports to the principal (by grading period) completion of and progress on state benchmarks, frameworks, blueprints, and writing rubrics

Classroom Management

- Attends to routine tasks during initial minutes of class
- Uses instructional time effectively / time on task
- Promotes a positive and safe classroom environment conducive to learning.
- Provides for smooth transition from one activity to another
- Maintains appropriate classroom behavior
- Maintains poise and self control
- Establishes high expectations for learners
- Promotes active learner participation
- Shows evidence of appropriate and positive student- teacher interaction
- Monitors access and usage of the internet

Delivery of Instruction

A. Follows Lesson Cycle

- Shows evidence of student growth based on the Mississippi State-Wide Testing Program over a two year period
- Provides guided practice activities for students
- Uses interest approach to introduce lesson
- Motivates students with the purpose and importance of the lesson
- Provides instruction appropriate for the level of the learner
- Presents lesson in an appropriate scope and sequence
- Provides learners with appropriate practice on lesson content
- Adjusts instruction / re-teaches as necessary
- Provides appropriate lesson closure

B. Effective Teaching Practices

- Demonstrates knowledge of subject matter
- Accommodates individual differences and learning styles
- Uses a variety of instructional techniques or methods
- Communicates directions clearly
- Uses correct oral and written communication
- Uses technology and instructional aides effectively
- Demonstrates enthusiasm for teaching and learning
- Addresses the varied achievement levels of students
- Demonstrates concern for students as individuals
- Documents instruction based on state frameworks

Evaluation of Student Progress

- Links state assessments to classroom instruction
- Uses a variety of evaluation methods
- Provides appropriate evaluation feedback to student, parents, and administrators in a timely manner
- Maintains records of student performance (grade books, progress reports, rubrics, benchmarks, etc.)
- Shows evidence of student growth based on the Mississippi testing program
- Incorporates test items that mimic the format of state test items
- Utilizes state writing rubrics to evaluate progress on written assignments
- Administers and reports progress on state practice tests as required

Professional Responsibility

- Dresses in an appropriate and professional manner
- Arrives on time and remains until the designated time to leave for all assignments
- Complies with school policies, State Department of Education regulations, School Board policies, and supports the school system.
- Attends all meetings, workshops, and in-service training programs required by the school or district
- Demonstrates professional behavior at all times with the community, administrators, teachers, parents, and students
- Maintains equipment and fixed assets according to district policy
- Seeks professional development activities to address personal professional growth
- Promotes the district's vision, mission, and goals

- Performs others duties as assigned by the Principal, Assistant Principal, Superintendent, Deputy Superintendent, and other supervisor

Terms of Employment: Salary and work year will be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.