

WINONA-MONTGOMERY CONSOLIDATED SCHOOL DISTRICT

JOB DESCRIPTION

ELEMENTARY CLASSROOM TEACHER

- QUALIFICATIONS: Proper certification as required by the State of Mississippi
Pass background check
- REPORTS TO: Principal
- SUPERVISES: Instructional Assistant, if assigned
- CONTRACT: 187 days annually with salary in accordance to the certified teacher salary schedule as approved by the Board of Trustees
- JOB GOAL: To create a flexible elementary grade program and a 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 for upper elementary grade education, in accordance with each pupil's ability; to establish good relationships with parents and with other staff members.

DUTIES AND RESPONSIBILITIES

Such duties and responsibilities as may be assigned including but not limited to:

1. Teaches reading, language arts, social studies, mathematics, science, art, health, physical education, and music to pupils in a classroom, utilizing course of study adopted by the Board of Education, and other appropriate learning activities.
2. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
4. Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
5. Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
6. Evaluates pupils' academic and social growth, keeps appropriate records, and prepares progress reports.
7. Communicates with parents through conferences and other means to discuss pupil's progress and interpret the school program.
8. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.

The Winona-Montgomery Consolidated School District does not discriminate based on race, color, national or ethnic origin, sex, disability, religion, veteran status, or age in the admission to and provision of educational programs, activities, and services or employment opportunities and benefits.
The Winona-Montgomery Consolidated School District is an Equal Opportunity Employer.

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9. Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
10. Maintain professional competence through in-service education activities provided by the district and/or self-selected professional growth activities.
11. Participates cooperatively with the appropriate administrator to develop the method by which he/she will be evaluated in conformance with district guidelines.
12. Selects and requisitions books and instructional aids; maintains required inventory records.
13. Reports on time to duty post and performs duty responsibilities as assigned by school administration.
14. Administers group standardized tests in accordance with district testing program.
15. Participates in curriculum development programs as required.
16. Participates in faculty committees and the sponsorship of pupil activities.
17. Is punctual and provides supervision of their assigned students during the entire school day.
18. Performs other related duties as assigned by Principal.

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