



THOMASTON BOARD OF EDUCATION

Thomaston, Connecticut

Position Description

JOB TITLE:	Teacher – English (Grades 7-12)
DEPARTMENT/SCHOOL:	Thomaston High School
REPORTS TO:	Principal/Assistant Principal

Position Purpose: To develop students' skills in listening, speaking, reading and writing, foster communication skills, develop an understanding and appreciation of literature of all types, motivate students to read a wide variety of publications to derive information, comprehend and critically assess the reading materials, and to promote the development of skills in the field of English reading, grammar and syntax.

Essential Performance Responsibilities

- Develop and administer English education curriculum consistent with school district goals and objectives.
- Promote a classroom environment that is safe and conducive to individualized and small group instruction, and student learning.
- Develop lesson plans and instructional materials and translate lesson plans into learning experiences to develop pertinent sequential assignments, challenge students, and best utilize the available time for instruction.
- Teach knowledge and skills in English grammar and syntax, sentence and paragraph structure, composition, vocabulary and proper word usage, word denotations and connotations, creative writing, independent thinking, communication, and speaking.
- Develop standards for critical analysis through group discussions on a variety of reading materials, including the mass media and a wide range of literature.
- Work with students and others to prepare materials for inclusion in literary publications, contests, etc.
- Conduct ongoing assessment of student learning and progress, and modify instructional methods to fit individual student's needs, including students with special needs.
- Maintain familiarity with district and Connecticut State standardized tests for the purpose of adapting curriculum to maximize student achievement on such tests.
- Continue to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
- Organize and maintain a system for accurate and complete record-keeping, grading, and reporting for all student activities, achievement, and attendance as required by district procedures and applicable laws.
- Encourage parental involvement in students' education and ensure effective communication with students and parents.
- Ensure that student conduct conforms to the school's standards and school district policies
- Establish and maintain standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Coordinate with other professional staff members, especially within grade level/content area, and participate in team, department, and faculty meetings and committees.
- Select and requisition appropriate books, instructional aids and other supplies and equipment and maintain inventory records.
- Perform other related tasks as assigned by the Principal/Assistant Principal and other central office administrators as designated by the Superintendent.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Teacher – English (Grades 7-12)

Equipment

- Uses standard office/school equipment such as computers, printers, copy and fax machines, interactive whiteboards, and telephone.

Travel Requirements

- Travel to school district buildings and professional meetings as required.

Work Schedule

- Standard teacher work schedule as set forth in the Thomaston Education Association Professional Agreement.

Skills, Knowledge, Abilities

- Knowledge of current teaching methods and educational pedagogy, as well as differentiated instruction based upon student learning styles.
- Knowledge of English grammar, word usage, word denotations and connotations, spelling, literature and other English-related content.
- Knowledge of data information systems, data analysis, and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network system and software applications as needed, including but not limited to student information systems, Microsoft Office, and Google Suite.
- Ability to organize and coordinate work.
- Ability to communicate effectively with students and parents.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to manage student information responsibly and confidentially.

Physical and Mental Demands, Work Hazards

- Works in standard office and school building environments.

Qualifications Profile Certification/License:

- Connecticut State Certification as an English Teacher (015) or State-approved equivalent.
- Motor Vehicle Operator's License or ability to provide own transportation.

Education:

- Bachelor's Degree from an accredited college or university in education discipline applicable to teaching assignment required.
- Master's Degree preferred.

Experience:

- Successful prior teaching experience for the appropriate grade level/content area preferred.

FLSA Status: Exempt

Rev. August 2019