The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.

JOB DESCRIPTION

Position: Teacher

Reports to: Building Principal

Employment Status: Regular/Full-time

FLSA Status: Exempt

Description: Instruct students in the specific area of specialty; help students learn subject matter and skills that will broaden their learning experiences and contribute to their development in order to meet high expectations; communicate with parents; create a classroom environment that is conducive to learning; participate in professional learning.

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Adhere to the Connecticut Code of Professional Responsibility
- Ensure safety of students
- Implement the Vernon Board of Education and administrative policies, rules, regulations and directives
- Manage the classroom and individual student behavior to maintain an advantageous learning environment
- Prepare lesson plans that achieve clear objectives, uses appropriate techniques, and serves the needs of all learners in the classroom
- Maintain accurate and complete records as required
- Attend parent/teacher conferences
- Assess student learning on continual basis and identifies areas of intervention if needed
- Follow the scope and sequence of the instructional program as defined and approved by the Vernon Board of Education
- Design instruction to meet the needs of all students through both individual and small group settings as needed
- Design clear and specific learning assessments
- Maintain a positive learning environment that encourages open communication between the teacher and student
- Maintain a positive school community image that encourages ethical student behavior
- Maintain ongoing communication with parents
- Maintain the strictest confidence concerning personnel, students and operational concerns of the district
- Promote good public relations by personal appearance, attitude and conversation
- Report all cases of suspected child abuse to appropriate school personnel and proper government authority

For Special Education Teachers:

- Prepare student education plans in consultation with IEP team members
- Design instruction, both individual and small group, which parallels the general education curriculum
- Act as coordinator of IEP implementation with general education staff
- Monitor student progress, participates in review and revision of IEP, as appropriate
- Assist other professional staff in diagnosis of learning disorders, development of planned remediation and evaluation of student progress
- Maintain appropriate student data and other records and submit reports as required by State and Federal law
- Attend all PPT meetings for assigned students
- Develop and implement strategies in partnership with families to positively affect student learning

Other Duties and Responsibilities:

- Serve as a role model for students and staff
- Respond to questions and requests in a timely manner
- Assist in the selection of textbooks, equipment and other education materials

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Adopted

- Establish and maintain professional relationships
- Participate in professional learning by attending seminars and workshops to improve instructional practice and positively affect student achievement

Qualifications/Certificates:
- Active subject matter certificate as required by the Connecticut State Department of Education
- Such alternatives to the above qualifications as he Superintendent and/or Vernon Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:
- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Effective, active listening skills
- Ability to work effectively with others
- Organizational and problem solving skills
- Excellent public relations skills
- Ability to foster and facilitate learning and classroom management

Additional Working Conditions:
- Interaction among children
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Frequent interruption of duties by staff, students, visitors and/or telephone
- Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds

Equipment Operated:
Computer/Laptop Printer Interactive White Board Scanner

Required Testing	**Continuing Educ./Training**	**Clearances**
None	Professional Learning	Fingerprint/Background

Evaluation:
Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

_____ _____

Signature Date

Created 4.13.2016
Revised
Adopted