

WARREN COUNTY PUBLIC SCHOOLS

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| JOB TITLE: | Preschool Teacher Kindergarten Teacher Elementary Teacher Middle School Teacher High School Teacher Exceptional Child Teacher |
| JOB CLASS CODE: | 2010 Preschool Teacher 2025 Kindergarten Teacher 2040 Elementary Teacher 2050 Middle School Teacher 2060 High School Teacher 2095 Exceptional Child Teacher |
| CLASSIFIED/CERTIFIED: | Certified |
| REPORTS TO: | Principal |
| SALARY SCHEDULE: | Certified Salary Schedule <i>Salary based on Rank and experience</i> |
| FLSA STATUS: | Exempt |

REQUIRED QUALIFICATIONS

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| Bachelor's degree from an accredited college |
| Kentucky certification appropriate to the grade level and curricular assignment |
| Proven ability to work effectively with students |
| Effective communication skills |

DESIRED QUALIFICATIONS

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| Experience in a diverse workplace |
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SCOPE OF RESPONSIBILITIES

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| The Teacher plans, organizes and delivers the program of instruction based on approved curriculum; monitors, evaluates, and communicates student progress; maintains records and makes reports; enforces Board policies, regulations, and rules; supervises students, and secures and maintains school property and materials. |
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PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

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| Acts in accordance with the by-laws and policies as set forth by the Warren County Board of Education, Kentucky Revised Statutes, and Kentucky Administrative Regulations, and applicable Federal law and regulations |
| Meets and instructs assigned classes in the locations and at the times designated |
| Creates and maintains a classroom environment that is conducive to learning and appropriate to the maturity and interests of students |
| Plans a program of study that meets the individual needs, interests, and skill levels of students |
| Guides the learning process toward the achievement of curriculum goals and establishes objectives for all lessons, units, projects, and the like in order to communicate these objectives to students |
| Strives to implement, by instruction and action, the District's philosophy of education and instructional goals and objectives |
| Assists the administration in implementing Board policies, administrative regulations and school rules governing student life and conducts, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner |

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| Assesses the accomplishments of students on a regular basis and provides progress reports and counseling to parents as required concerning academic and behavioral progress of all assigned students |
| Assesses the learning needs of students on a regular basis seeking the assistance of district specialists where needed |
| Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities |
| Participates in parent/teacher conferences as necessary to assist the parent's participation and support of a child's education |
| Makes reasonable provision for being available for scheduled students and conferences with parents for education-related purposes outside the instructional day. |
| Attends staff meetings, serves on staff committees, and accepts a share of responsibility for extracurricular activities |
| Continues personal professional growth and upgrading of skills appropriate to teaching assignments |
| Completes all trainings and other compliance requirements as assigned by the designated deadline |
| Performs health services, if needed, for which training will be provided |
| Performs other duties assigned by the and/or Superintendent or his/her designee |

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

TERMS OF EMPLOYMENT

Number of days worked will be determined by the current school calendar adopted by the Warren County Board of Education. Salary shall be commensurate with the adopted certified personnel salary schedule. Additional duties may be assigned upon the recommendation of the Principal and approval of the Superintendent. Increments for additional duties will be set on the district salary schedule approved by the Board of Education. Leave accrual will be as stated in Board Policy.

EVALUATION

Performance of this job will be evaluated in accordance with the provision of Warren County Board of Education policy on evaluation of classified/certified personnel. Evaluations will be conducted by the Principal or their designated assistant.

07/01/2022 WCBE

I, _____, have read and understand the terms
(name of employee) set forth in this job description.

Signature of Employee

Date