BARBOUR COUNTY FILE: G-50

TEACHER

Qualifications –

Bachelor's Degree in Education, valid West Virginia Professional Certification in Education for content and grade level assigned.

Supervisor –

Principal

Supervises –

Aides, assigned volunteers, student teachers, approved observers and future teacher aides.

Responsibilities –

The role of teacher, in responding to the unique needs of the individual student, is to interact effectively with each component of the educational setting within the framework of the philosophy and objectives established by Board Policy, consistent with statues and standards of regulatory agencies and in accordance with administrative regulations and procedures, to create an educational environment which is conductive to learning and which provides opportunities, strengthens areas of weakness and extends positive values to each facet of life.

Each teacher is responsible for the implementation of the following:

I. implementing programs of study;
II. fostering a classroom climate conductive to learning;
III. utilizing instructional management systems models which increase student learning;
IV. monitoring student progress towards mastery of WV Content Standards and Objectives;
V. communicating within the educational community; and
VI. meeting professional responsibilities

TEACHER (Continued)

Performance criteria are developed for each of these six responsibilities. The purpose is to clarify teacher responsibilities and help provide guidance to the employee in understanding job expectations.

A. IMPLEMENTING PROGRAMS OF STUDY –

Definition: Provides curricula required by the State of West Virginia.

1. Bases instruction on adopted curricula for the school.
2. Demonstrates accurate and current knowledge in subject field.
3. Develops appropriate objectives for WV Content and Objectives
4. Employs appropriate instructional strategies.
5. Utilizes content scope and sequence in planning.
6. Conducts and utilizes appropriate progress monitoring and benchmark data to adjust instruction for students

B. FOSTERING A CLASSROOM CLIMATE CONDUCTIVE TO LEARNING –

Definition: Provides an atmosphere conductive to learning consistent with school/county/mission.

1. Follows established school discipline procedures which include the West Virginia Student Code of Conduct.
2. Establishes procedures and rules that enhance learning.
3. Encourages students' attendance.
4. Sets high positive expectations for student performance and utilizes positive behavior supports.
5. Encourages and acknowledges individual student accomplishments and appropriate behavior.
6. Treats students in a fair and equitable manner.
7. Accommodates individual learning differences.
8. Creates and maintains an environment that supports learning.

TEACHER (Continued)

C. UTLILIZING INSTRUCTIONAL MANAGEMENT STSYEMS MODELS WHICH INCREASE STUDENT LEARNING –

Definition: Organizes strategies for teaching to maximize the use of allocated instructional time to increase student learning.

1. Prepares and implements lesson plans.
2. Begins lesson or instructional activity with a review of previous material as appropriate.
3. Utilizes materials, supplies, and equipment ready at the start of the lesson or instructional activity.
4. Introduces the instructional activity and specifies instructional objectives.
5. Directs students to be on task quickly at the beginning of each instructional activity.
6. Presents reading, writing, speaking, and listening strategies using concepts and language which students understand.
7. Provides relevant examples and demonstrates to illustrate concepts and skills.
8. Assigns developmentally appropriate tasks.
9. Provides instructional pacing that ensures student understanding and learning.
10. Maximizes student time-on-task.
11. Make effective transitions between instructional activities.
12. Summarizes the main point(s) of the instructional activity.
13. Encourages students to express ideas clearly and accurately.
14. Incorporates technology, higher order thinking skills, and 21st Century skills in instruction.
15. Assists students to develop productive work habits and study skills.

TEACHER (Continued)

C. UTLILIZING INSTRUCTIONAL MANAGEMENT STSYEMS MODELS WHICH INCREASE STUDENT LEARNING –(Continued)

16. Provides intervention and re-teaching activities for students as needed.
17. Implements IEP for students as specified.

D. MONITORING STUDENT PROGRESS TOWARDS MASTERY OF WV CONTENT STANDARDS AND OBJECTIVES–

Definition: Gathers, stores, and monitors data related to student learning for use in assessing progress towards achieving the WV Content Standards and Objectives.

1. Follows grading policies and regulations.
2. Maintains accurate and complete student records.
3. Monitors and evaluates student progress including regular progress monitoring or benchmark assessments.
4. Provides feedback on student work.
5. Monitors student attendance.
6. Completes training and conducts state assessments with students as per WV State policy and assessment manuals.

E. COMMUNICATING WITHIN THE EDUCATIONAL COMMUNITY –

Definition: Communicates with students, parents, educational personnel, and others. Utilizes standard grammar, listening skills, and clarity in the presentation of ideas.

1. Communicates student progress according to established procedures and policies.
2. Communicates regularly and effectively with students, co-workers, parents/guardians, and the community.

TEACHER (Continued)

E. COMMUNICATING WITHIN THE EDUCATIONAL COMMUNITY –(Continued)

3. Follows confidentiality procedures regarding students, parents/guardians, and fellow staff members.
4. Speaks and writes Standard English clearly, correctly, and distinctively.
5. Determines and utilizes appropriate community resources.

F. MEETING PROFESSIONAL RESPONSIBILITIES -

Definition: Demonstrates behavior which reflects established professional responsibilities.

1. Adheres to established laws, policies, rules, and regulations including WV Teacher Code of Conduct.
2. Interacts appropriately with other educational personnel.
3. Is punctual with reports, grades, records, and in reporting to work.
4. Performs assigned duties.
5. Strives to meet county/ school goals.
6. Follows County Employee Code of Conduct.

Evaluation-

Evaluation will be conducted annually in accordance with WV Policy 5310 and Barbour County Policy.

This job description contains information and facts considered essential describing and evaluating job performance fairly and equitably. The information and facts should not be construed as detailed statements of all the work required to be performed.

Source: Board of Education Minutes

TEACHER (Continued)

Adopted: 9/18/79

Revised: 04/04/09; 4/29/08; 12/15/92; 09/04/90; 9/16/86; 1985; 1983

Reviewed: 04/04/09

Legal References: WV Code 18A-2-12
WV Constitution Article 12, Section II
State Board Policy 5310