

Randolph County Board of Education  
Elkins, WV

Job Description

TITLE:	Teacher
QUALIFICATIONS:	Meets requirements as set by WV law and WV State Board Policy.
REPORTS TO:	Principal
SUPERVISORY RESPONSIBILITIES:	None
JOB RESPONSIBILITIES:	<ul style="list-style-type: none"><li>A. Implements programs of study,</li><li>B. Fosters a classroom climate conducive to learning,</li><li>C. Utilizes instructional management systems models that increase student learning,</li><li>D. Monitors student progress towards mastery of instructional goals and objectives,</li><li>E. Communicates effectively within the educational community, and with parents on a regular basis, and</li><li>F. Meets professional responsibilities.</li></ul>
PERFORMANCE CRITERIA:	<ul style="list-style-type: none"><li>A. Programs of study: provides curricular required by the State of West Virginia.<ul style="list-style-type: none"><li>1. Bases instruction on adopted curricular for the school.</li><li>2. Demonstrates accurate and current knowledge in subject field.</li><li>3. Develops appropriate lessons to teach instructional objectives. Employs a variety of instructional strategies to augment achievement.</li></ul></li><li>B. Classroom Climate: provides an atmosphere conducive to learning consistent with school/county mission.<ul style="list-style-type: none"><li>1. Follows established school discipline procedures that include the WV Student Code of Conduct.</li><li>2. Establishes procedures and rules that enhance learning.</li><li>3. Encourages students' attendance.</li><li>4. Sets high positive expectations for student performance.</li><li>5. Encourages and acknowledges individual student accomplishments and appropriate behavior.</li></ul></li><li>1. Treats students in a fair and equitable manner.</li></ul>

2. Accommodates individual learning differences.
  - a. Creates and maintains an environment that supports learning.
3. Communicates with parents.

- C. Instructional Management Systems: organizes teaching strategies to maximize allocated instructional time to increase student learning
1. Begins lesson or instructional activity with a review of previous material as appropriate.
  2. Has materials, supplies and equipment ready at the start of the lesson or instructional activity.
  3. Introduces the instructional activity and specifies instructional objectives.
  4. Directs and adequately supervises students to be on task quickly at the beginning of each instructional activity.
  5. Presents reading, writing, speaking, and listening strategies using concepts and language that students understand.
  6. Provides relevant examples and demonstrations to illustrate concepts and skills.
  7. Assigns developmental appropriate tasks.
  8. Provides instructional pacing that ensures student understanding.
  9. Maximizes student time-on-task.
  10. Makes effective transition between instructional activities.
  11. Summarizes the main point(s) of the instructional activity.
  12. Encourages students to express ideas clearly and accurately.
  13. Incorporates higher level thinking skills.
  14. Assists students to develop productive work habits and study skills, enabling communication with parents as needed.
  15. Provides remediation activities for students.
  16. Designs, delivers, and assesses student learning activities addressing the state adopted instructional goals and objectives.
  17. Integrates a variety of technology applications and learning tools to augment student achievement.
- D. Student progress: gathers, stores, and monitors data related to student learning for use in assessing progress toward achieving the instructional objectives.
1. Follows grading policies and regulations.
  2. Maintains accurate and complete student records.
  3. Monitors and evaluates student progress.
  4. Provides feedback on student work.

5. Monitors student attendance.

E. Communication: 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, and exhibits appropriate interactive skills.
3. Follows confidentiality procedures regarding students, parents/guardians, and fellow staff members.
4. Speaks and writes standard English clearly, correctly, and distinctly.
5. Determines and utilizes appropriate community resources.

F. Professional work habits: demonstrates behavior that reflects established professional responsibilities (i.e., attendance, punctuality and verbal/nonverbal communication).

1. Adheres to established laws, policies, rules, and regulations.
2. Interacts appropriately with students, other educational personnel, and parents.
3. Participates in activities that foster professional growth.
4. Is punctual with reports, grades, records, and in reporting to work.
5. Performs assigned duties.
6. Strives to meet county/school goals.
7. Commands respect by example in appearance, manners, behavior, and language.

TERMS OF EMPLOYMENT: Ten to twelve months. Salary to be established by the county board of education

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the board's evaluation policy (3220).