

YAZOO COUNTY SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Certified Teacher

TITLE OF SUPERVISOR: Principal

GENERAL RESPONSIBILITIES:

Teaches students academic, social, and manipulative skills in an effort to lead them toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.

SALARY: Salary is reflective of the Yazoo County School District salary schedule.

QUALIFICATIONS: Class A license or above with endorsement in the assigned teaching area (YCSD reserves the right to assign teachers to classes out of the area of endorsement in situations where a teacher who is certified in the area is unable to be located not to exceed 5% of the class offerings of the district as allowed)

DESCRIPTION OF DUTIES:

1. Plans instruction according to the district's instructional management plan;
2. Meets and instructs assigned classes in the locations and times designated;
3. Develops and maintains a classroom environment conducive to effective learning environment by organizing time, space, materials, and equipment for instruction;
4. Completes on-line lesson plan weekly for principal's observation and comments. Weekly plans are due by noon on the Friday of the preceding week;
5. Use Mississippi College and Career Readiness Standards in teaching and in assessing desired learner outcomes;
6. Review/revise pacing guide(s) annually for needed improvement reflective of changes in content, trends, and student achievement;
7. Prepares instructional bulletin boards, various instructional learning centers, and establishes a classroom that is conducive for learning;
8. Prepares for students and classes assigned, incorporating the instructional management program and shows written evidence of preparation (lesson plans) upon request of immediate supervisor;

9. Demonstrates an understanding of subject matter being taught while employing a variety of instructional techniques, methods, and media related to the objective and consistent with the needs and capabilities of the individual and groups involved;
10. Encourages students to achieve above the minimum requirements for promotion as outlined in the Grading, Promotion, and Retention Policy;
11. Maintains accurate and complete records as required by law, district policy and administrative regulations;
12. Strives to implement, by instruction and action, the district's mission;
13. Obtains and uses information about the needs and progress of individual learners and about the effectiveness of instruction, revising it when necessary;
14. Helps students to develop positive self-concepts and encourages them to set and maintain high standards of classroom, bus, cafeteria and playground behavior;
15. Works to maintain open lines of communication with students and parents on pupil's academic and behavioral problems and suggests remedial action(s) to be taken;
16. Accepts a share of responsibility for co-curricular activities as assigned;
17. Assists in the selection of books, equipment, and other instructional materials;
18. Attends and participates in faculty meetings, PTO/PTA meetings, and professional development sessions;
19. Establishes and maintains cooperative relations with parents, fellow co-workers, and administrators;
20. Provides for own professional growth through participation in workshops, seminars, conferences, professional learning communities, and/or advanced course work at institutions of higher learning;
21. Displays pride and loyalty to self, school, and district;
22. Participates in department/grade level committee meetings to discuss instruction, classroom management issues, etc...;
23. Takes all necessary and reasonable precautions to protect equipment, materials and facilities;
24. Adheres to the policies of the Yazoo County School District;

25. Performs analysis of data from progress monitoring and state and classroom assessments in order to modify instruction and account for student deficiencies;
26. Collaborates and conducts with assistance of TST Team and Special Education personnel instructional interventions and accommodations as required;
27. Performs hall, lunchroom, game, and bus duties as assigned;
28. Implement all components of the Educator Professional Growth System;
29. Performs other duties as assigned by supervisor.

UPDATED AND REVISED JULY 2, 2018