



TITLE: TEACHER

REPORTS TO: Principal

JOB GOALS: To create a flexible education program and a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation in accordance with each pupil's ability; to establish good relationships with parents and with other staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (other duties may be assigned)

1. Teachers district-approved curriculum.
2. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students.
3. Prepares for classes assigned.
4. Develops lesson plans and instructional materials and provides individualized and small group instruction to adapt curriculum to the needs of each student.
5. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or groups involved.
6. Guides the learning process toward the achievement of curriculum goals in harmony with the district's philosophy on education; establishes clear objectives for all lesson units, projects, and the like, to communicate these objectives to students.
7. Translates lesson plans into developmentally appropriate learning experiences.
8. Assists the administration in implementing all policies and rules governing student life and conduct, and for the classroom. Develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner in order to achieve an effective learning atmosphere.
9. Encourages students to set and maintain standards of classroom behavior.

10. Evaluates pupil's academic and social growth; keeps appropriate records and prepares progress reports and report cards as scheduled by the school district.
11. Identifies pupil needs and makes appropriate referrals and develops strategies for individual education plans.
12. Obtains and uses information about the needs and progress of individual learners and about the effectiveness of instruction, revising it when necessary.
13. Counsels students when problems arise and adjustments are needed.
14. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
15. Accepts a share of responsibility for co-curricular and extracurricular activities as assigned across the school district.
16. Assists in the selection of books, equipment, and other instructional materials.
17. Communicates regularly with parents outside of the normal classroom day by means of newsletters, notes, phone calls, conferences, electronic media, etc.
18. Is available to students and parents for education-related purposes outside the instructional day.
19. Attends and participates in faculty meetings, PTA meetings, in-service and/or staff development when scheduled by Principal, special services, and central office.
20. Creates an environment for learning through functional and attractive displays, interest centers, and exhibits of student's work.
21. Plans and coordinates the work of assistant teacher if assigned, parents, and volunteers in the classroom and on field trips.
22. Supervises student teacher if assigned and gives sound advice and suggestions to help them become successful teachers.
23. Closely supervises pupils on playground when applicable.
24. Supervises pupils to and from auditorium and during programs when directed by principal to do so.
25. Supervises pupils in hallway during the change of classes when applicable.
26. Supervises pupils in hallway during the change of classes when applicable.

27. Becomes knowledgeable of district's evaluation instrument and utilizes the descriptions and indicators in an attempt to become a district master teacher.
28. Assumes the responsibility of keeping his/her teaching certificate current and valid.
29. Displays pride and loyalty to self, school, and district.
30. The effective teacher dresses appropriately as a professional educator to model success.

SUPERVISORY RESPONSIBILITIES:

Supervises classroom, students, volunteer, and assistant teachers where applicable.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Bachelors degree, certified in teaching area.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Mississippi Teaching Certificate endorsed in area being taught.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plan and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Teacher

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

OTHER SKILLS AND ABILITIES:

Ability to apply knowledge of current research and theory to instructional programs; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to who assigned; ability to establish and maintain effective relationships with students, peers, and parents; skills in oral and written communication; and ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.