

## JOB DESCRIPTION

Title: Teacher

Qualifications: Set by State Certification Authorities

Goal: To give students toward the fulfillment of their potential of intellectual, emotional, and physical maturity.

Specific Responsibilities:

- A. Contracts and relationship
  - 1. Supervisor
    - a. Supervision Received
      - i. Directly: Principal
      - ii. Indirectly: Advisory personnel
    - b. Supervision exercised
      - i. Directly: Assistants
      - ii. Indirectly: N/A
  - 2. Organizational
    - a. Internal
      - i. Continuous contact with assistants, faculty, students and principal
      - ii. Frequent contact with advisory and administrative personnel
      - iii. Occasional contact: Superintendent
    - b. External
      - i. Continuous contact: N/A
      - ii. Frequent contact with civic, academic, and health institutions and organizations
- B. Functions
  - 1. Planning
    - a. Plans effectively for instruction
      - i. Specifies learner outcomes in clear, concise objectives
      - ii. Includes activity/activities that develop objectives
      - iii. Identifies and plans for individual differences
      - iv. Identifies materials, other than standard classroom materials, as needed for lesson
      - v. States method(s) of evaluation to measure learner outcome
      - vi. Develops and Individual Education Plan (IEP) ITP, and/or IFSP (For special education teachers only)
  - 2. Implementation
    - a. Maintains an environment conducive to learning
      - i. Organizes available space, materials, and/or equipment to facilitate learning
      - ii. Promotes a positive learning climate
    - b. Maximizes the amount of time available for instruction
      - i. Manages routines and transitions in a timely manner
      - ii. Manages and/or adjusts allotted time for activities planned
    - c. Manages learner behavior to provide productive learning opportunities
      - i. Establishes expectations for learner behavior
      - ii. Uses monitoring techniques to facilitate learning

3. Instruction
  - a. Delivers instruction effectively
    - i. Uses technique(s) which develop(s) lesson objective(s)
    - ii. Sequences lesson to promote learning
    - iii. Uses available teaching material(s) to achieve lesson objective(s)
    - iv. Adjusts lesson when appropriate
    - v. Integrate technology into instruction
  - b. Presents appropriate content
    - i. Presents content at a developmentally appropriate level
    - ii. Presents accurate subject matter
    - iii. Relates relevant examples, unexpected situations, or current event to the content
  - c. Provides opportunities for student involvement in the learning process
    - i. Accommodates individual differences
    - ii. Demonstrates ability to communicate effectively with students
    - iii. Stimulates and encourages higher order thinking at the appropriate developmental levels
    - iv. Encourages student participation
  - d. Assesses student progress
    - i. Uses assessment technique(s) effectively
    - ii. Monitors ongoing performance of students
    - iii. Provides timely feedback to students regarding their progress
    - iv. Provides evidence of student academic growth under his/her instruction
4. Professional Development
  - a. Plans program of self-improvement and professional growth
  - b. Professional self development planned for experienced teachers
  - c. Professional self development planned for intern teachers
5. School Improvement
  - a. The teacher takes an active role in building-level decision making
    - i. Participates in grade level and subject area curriculum planning and evaluation
    - ii. Serves on task forces and decision making committees, when appropriate
    - iii. Implement school improvement plan
  - b. The teacher creates partnerships with parent/caregivers and colleagues
    - i. Provides clear and timely information to parents/caregivers and colleagues regarding classroom
    - ii. Encourages parents/caregivers to become active partners in their children's education and to become involved in school and classroom
    - iii. Seeks community involvement in instructional program

C. Implementation

1. Adheres to system policies and procedures
2. Submits statistical, demographic, and accounting reports as requested
3. Requests instructional resources needed for effective classroom operation from principal
4. Administers public relations activities to involve parents in the educational enterprise
5. Performs all other duties as required

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Print Name

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Employee's Signature

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Date

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School