

## **TEACHER**

**Purpose:** The instructional teacher is responsible for the delivery of specific course content.

**Reports to:** Principal or Assistant Principal

### **Essential Functions**

- Adhere to the district grading policy.
- Administer, develop, and analyze the results of subject specific assessments for the purpose of assessing student competency levels, making instructional decisions, providing feedback to students, parents, and the administration, developing learning goals for students; and determining student progress towards goals.
- Advise parents and/or legal guardians of student achievements, student progress, and student behavior frequently in order to relay expectations and collaboratively develop methods for improvement.
- Assist in the development, revisions, and evaluations of the curriculum and instructional services.
- Collaborate with school personnel, parents and a variety of community agencies for the purpose of improving the quality of student outcomes, achieving established goals, and supporting our school vision and goals.
- Differentiate instructional strategies and assignments for the purpose of providing an effective program that addresses the needs of individual students.
- Implement board policies, administrative regulations, and negotiated agreements.
- Instruct students for the purpose of improving their success in academics through a defined course of study.
- Maintain an effective learning climate in the classroom and in the school.
- Maintain confidentiality for the purpose of protection of students, staff, parents and district.
- Manage student behavior in the classroom for the purpose of providing a safe and optimal learning environment.
- Monitor students in a variety of educational environments (e.g. classroom, school grounds, hallways, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment at all times.
- Participate in a variety of meetings, professional development activities, or college courses for the purpose of staying current with the latest and most

effective research based practices and of learning new theories and technology.

- Prepare weekly lesson plans that follow district pacing guides/state frameworks.
- Maintain accurate, complete, punctual records as required by district policy. Prepare reports (e.g. grades, attendance, progress reports, correspondence with parents and students, assessments, attendance, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Report incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and board policies.
- Respond to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Respond to inquiries from a variety of sources (e.g. other teachers, parents, administrators, students, central office staff, etc.) for the purpose of resolving issues, providing information and/or direction.
- Direct assistant teachers, student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students when necessary.
- Support other classroom teachers for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Perform other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the school or district.

**EDUCATION:** Bachelor's degree in job related area.

**CERTIFICATES & LICENSES:** Valid Mississippi Teaching License A or better with endorsement in teaching area

**TERMS OF EMPLOYMENT:** 187 days. The salary is established by district policy.

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Board of trustees' policy on evaluation of teachers.