

Job Title: Teacher

POSITION SUMMARY:

The teacher will provide support to the instructional process by supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

ESSENTIAL FUNCTIONS:

- Advises parents and/or legal guardians of student progress, and communicates classroom expectations
- Assesses student progress towards objectives, expectations, and/or goals for the purpose of providing feedback to students, parents, and administration
- Collaborates with instructional staff, other school personnel, parents, and a variety of community resources for the purpose of improving the overall quality of student outcome and achieving established classroom objectives
- Demonstrates and differentiates instructional strategies for the purpose of providing an effective program that addresses individual student needs
- Instructs students for the purpose of improving their success in academics through a defined course of study
- Manages student behavior for the purpose of providing a safe and optimal learning environment
- Monitors 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
- Participates in a variety of meetings and professional development activities for the purpose of obtaining information to improve classroom instruction
- Prepares a variety of written materials (e.g., grades, lesson plans, correspondence with parents and students, examinations and quizzes, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements
- Reports incidents (e.g., fights, suspected child abuse, suspected substance abuse, harassment, zero

tolerance offenses etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment, and adhering to state law and board policies

- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution
- Responds 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
- Directs student teachers, instructional assistants, and/or volunteers for the purpose of providing an effective classroom program and addressing the needs of individual students
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the school.

REQUIREMENTS:

BA or BS in teaching assignment area with Tennessee Certification and/or License

WORK CONDITIONS:

Normal working environment.

200-day contract.

Reports directly to the School Principal and/or Assistant Principal.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* regarding overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

***The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.