



Job Title:	Teacher	Job Category:	Certified
Department/Group:	Teaching & Learning	Term of Contract:	9 months
Location:	Home School	Travel Required:	No
Level/Salary Range:	See Alabama Teacher Salary Matrix	Position Type:	Full Time

Reports to:	School Principal, Superintendent, or person designated by the Board
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Job Description: To educate students to their fullest potential in a safe environment, creating responsible and productive citizens by providing high quality instruction in accordance with local and state courses of study.

- Responsibilities**
- Report for duty at least fifteen minutes before the opening of school and remain at least ten minutes after the close of school
 - Meets and instructs assigned classes in the locations and at the times designated.
 - Establish and maintain appropriate discipline in the classroom and assist staff in establishment and maintenance of discipline in the school environment.
 - Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
 - Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
 - Prepares for classes assigned, and shows written evidence of preparation upon request of immediate superior.
 - Evaluate student progress on a regular basis and in accordance with the system's established procedures.
 - Maintains a professional relationship with students, treating them as persons worthy of respect and dignity.
 - Encourages students to set and maintain standards of classroom behavior.
 - Establishes objectives and plans learning experiences aligned with the state course of study.
 - Implements activities using a variety of techniques that utilize instructional time to meet objectives.
 - Uses correct grammar in written and oral communications.



- Assess the accomplishments of students on a regular basis and provide progress reports as required.
- Reports possible learning disabilities of students on a regular basis, seeking the assistance of district specialists when required.
- Be familiar with and adhere to school system rules, administrative procedures, local Board policy, and State and Federal rules and regulations as it relates to the teaching position.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- 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.
- Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- All teachers participate in extracurricular activities as mutually agreed upon by faculty and administration.
- Engages in professional growth and development activities.
- Be regular and punctual in attendance.
- Maintains confidentiality of any school system related information.
- Maintains proper and professional relationships with other employees.
- Performs duties in a manner that promotes good public relations.
- Perform other related duties during school necessary to the safe and effective operation of the school when requested by the principal.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Possess physical and emotional ability to lift up to 50 pounds, to move about, and climb ladders as required to perform tasks associated with job requirements. This job is performed in a generally clean and healthy environment.

Qualifications/Education/Certifications

- Valid Alabama Teacher Certificate
- Such alternatives to the above as the Board may find appropriate and acceptable.

Board Approved: April 16, 2024