



# Mobile County PUBLIC SCHOOLS

## Job Description Title – ENGLISH/LANGUAGE ARTS TEACHER

**SUPERVISED BY/REPORTS TO:** Principal or his/her designee

**FLSA Designation:** Exempt

### **QUALIFICATIONS:**

- Bachelor's Degree or higher from an institution of higher education that was appropriately accredited per the Alabama State Department of Education at the time the courses were taken, or degree was completed with a minimum GPA of 2.0. English, Journalism or Communication Majors preferred.
- Valid Alabama teaching certificate in the grade level, subject area(s) assigned.
- Ability to be punctual and maintain regular attendance.

### **LANGUAGE SKILLS:**

- Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as the Alabama Course of Study, safety rules, Individual Education Plans (IEPs), operating and maintenance instructions, procedure manuals, governmental regulations, professional journals, and any other instructional documents deemed necessary to carry out the requirements of the job. Ability to write routine reports and correspondence that conform to prescribed style and format.

### **INTERPERSONAL SKILLS:**

- Works well with others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Ability to effectively present information and respond effectively to questions in one-on-one situations and promotes positive interactions with other faculty members. Teachers should be sure that all their social media accounts are professional and appropriate.

### **REASONING ABILITY:**

- Ability to identify and define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions.

### **COMPUTER SKILLS:**

- General knowledge of computer usage and ability to use email, internet software, and word processing software. Must learn other software used by the district.

### **PHYSICAL REQUIREMENTS:**

*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.*

While performing the duties of this job:

- The employee is regularly required to speak and listen. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, or squat. The employee may regularly lift and/or move up to 25 pounds and occasionally lifts up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.

## **PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:**

1. Demonstrates knowledge of the prescribed curriculum, current educational research, and technological tools; exhibits skills in implementing the best instructional practices and varied teaching methods (i.e., individual, small group, remedial instruction but not limited to), to address student learning styles and achieve meaningful and measurable outcomes in accordance with course of study guidelines and student learning objectives. Uses a variety of appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
2. Actively establishes and maintains appropriate student supervision so that students have a safe, orderly, effective, and productive environment in which to learn. Utilizes a variety of behavior management strategies and techniques, including behavior modification, reinforcement and other positive behavior shaping processes, as needed. Upholds local school and district discipline procedures.
3. Cooperates in school-wide supervision of students for both in-class and during out-of-class activities. Actively supervises students in hallways before, after, and between classes, in library, in the cafeteria, bus areas, and at special events, ensuring safety and security.
4. Provides appropriate instruction and modifications for students with special needs, including exceptional education students and students who have limited proficiency in English. Differentiates instruction to meet the needs of diverse students for the purpose of providing an effective program that meets district requirements and able to work with Special Education and ELL teachers.
5. Participates in administration of state and/or standardized testing as assigned; establishes appropriate testing environment and ensures test security.
6. Uses ongoing assessments to monitor and document student progress; interprets and uses data (including but not limited to standardized tests, and other tests results) for diagnostic and instructional planning purposes in order to provide feedback to all stakeholders, to acquire district support when necessary, and to enhance student achievement.
7. Knowledgeably and responsibly communicates accurate and timely regarding individual student progress via newsletters, emails, notes, phone calls, to all relevant stakeholders.
8. Organizes daily class time so that instruction can be accomplished within the allotted time; develops weekly lesson plans (following scope and sequence) and instructional materials; translates lesson plans into learning experiences so as to best utilize the available time for instruction; provides appropriate, detailed instructions/plans for substitute teacher in event of absence. Lesson plans must be made available to local school administration and district staff when asked.
9. Reflects on daily instruction and utilizes research-based best practices to modify practices for greater student achievement outcomes.
10. Maintains fair, accurate and timely grading policies and procedures, attendance, email and web pages as required through the technology system provided by the district.
11. Integrates technology to support effective instruction, student learning, and classroom management. Grades papers, assignments, and assessments promptly and accurately.
12. Cooperates in making available time for student help and parent conferences outside of school hours when requested under reasonable terms.
13. Teaches content and skills in English language, literature, and composition, as well as in reading, to secondary students, utilizing course of study adopted by the state and other appropriate learning activities. Develops student skills of listening, speaking, reading and writing, that are fundamental to effective communication and literate citizenship.
14. Provides that instructional time for English should be devoted primarily to subject matter that belongs to the major components of English and to activities which enhance the student's competence in using the language arts, comprehending, and enjoying literature. Motivates students to read for information and recreation.

15. Assists in the selection of books, equipment, and other instructional materials.
16. Maintains appropriate confidentiality regarding school/workplace matters including social media and online platforms.
17. Maintains and engages in personal professional growth, adheres to professional standards, and demonstrates professional ethics, sound judgment, and leadership. Attends all required in-service training meetings and workshops. Attends and participates in faculty meetings. Cooperates and collaborates with other staff members in planning instructional goals, objectives, and methods.
18. Reports potential problems, or unusual events, to appropriate administrative or supervisory personnel. Reports incidents (i.e., fights, suspected child abuse, suspected substance abuse, bullying, depression, suicide threats etc.) for the purpose of maintaining the personal safety of students and employees.
19. Reports absences and takes leave in accordance with Board policies and procedures.
20. Adheres to school system rules, administrative procedures, local Board policies, and state, federal regulations.
21. Is a role model for students and supports the mission of the school district.
22. Works well with all administrators, teachers, and other members of the school staff.
23. Performs other duties assigned by supervisor, administrator, or principal.

#### **OTHER DUTIES:**

Participates in various student and parent activities which occur in school including but not limited to PTA or PTO, student clubs and after school activities.

Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.

#### **WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- ✓ Works in a classroom setting. The noise level is usually low to moderate but occasionally high depending on classroom activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens.

#### **EVALUATION**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Evaluation will be conducted by the building principal or his/her designee.

#### **TERMS OF EMPLOYMENT**

9-months (187 days) 7 hours per day usually Monday through Friday. Daily work schedule will be determined by the Principal or his/her designee. Work assignments and schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

#### **SALARY**

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.