



## **JOB DESCRIPTION – Teacher**

### **JOB GOAL:**

To provide and maintain an educational environment which promotes learning and allows students to fulfill their academic, emotional, physical, and psychological potential. Cultivate a climate of collaboration with district staff, as well as participate in the development and implementation school improvement strategies for assigned school.

### **QUALIFICATIONS:**

1. Bachelor’s Degree from an accredited institution.
2. Certified in the appropriate area or be willing to work towards certification.
3. Some variation may occur in specialized service areas requiring a Master’s Degree, or no degree at all (non-degreed vocational).
4. Must pass a pre-employment drug screen and submit to random drug screenings.
5. Must provide written references upon request from the Superintendent.

### **REPORTS TO:**

School-based Administration (Principal & Assistant Principal)

### **SUPERVISES:**

N/A

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of child development, especially of characteristics of children in the age group assigned.
2. Knowledge of prescribed curriculum, best practices, and current educational research.
3. Basic understanding, and knowledge, of technology and software utilized within the district.
4. Knowledge of learning styles, and skill in using differentiation to address student learning needs.
5. Skill in oral and written communication with students, parents, and other stakeholders.
6. Ability to plan and implement activities for maximum effectiveness.
7. Ability to effectively assess levels of student achievement, analyze results, and use the results to drive instruction in the classroom.
8. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn.
9. Ability to collaborate and work effectively with peers, administrators, and others.

## **PERFORMANCE RESPONSIBILITIES:**

1. Create long-range plans based on district/state curriculum, student profiles, and instructional priorities.
2. Define goals or learning objectives for daily units and plans.
3. Identify specific intended learning outcomes that are challenging, meaningful, and measurable.
4. Revise plans based on student needs.
5. Plan prepare a variety of learning activities considering individual student's culture, learning styles, special needs, and socio-economic background.
6. Develop instructional activities which foster collaboration and active student engagement.
7. Establish and maintain a positive, organized, and safe learning environment.
8. Maintain academic focus by using a variety of techniques to encourage and motivate students.
9. Establish and implement behavior management techniques that are appropriate and effective.
10. Establish classroom routines and procedures for students to consistently follow.
11. Communicate high expectations to all students.
12. Maintain instructional momentum with smooth and efficient transitions from one activity to another.
13. Establish appropriate testing environment and ensure test security.
14. Establish and maintain effective and efficient record keeping procedures.
15. Manage time effectively and organize materials for efficient distribution and collection.
16. Develop routines for minimizing the time required for administrative and organizational activities.
17. Instruct and supervise the work of volunteers and aids when assigned.
18. Assist in enforcement of school rules, administrative regulations, and Board policy.
19. Develop and use assessment strategies (traditional and alternative) as checks for student understanding.
20. Interpret and use data (formative and summative) to reflect, evaluate, and plan for future instruction.
21. Provide actionable and appropriate feedback to students about their work and opportunities for growth.
22. Knowledgeably communicate student progress to all applicable stakeholders.
23. Encourage self-assessment by students and assist them in developing plans for improvement.
24. Administer standardized test in accordance with guidance and directions provided.
25. Apply professional learning and development in the classroom.
26. Use a variety of instructional strategies and technology to meet the needs of students with diverse backgrounds, different learning styles, and special needs.
27. Assist student in accessing, interpreting, and evaluating information from multiple sources.
28. Provide appropriate instruction and modifications for students with special needs, including exceptional education students and students who have limited proficiency in English.
29. Provide quality work for students which is engaging and aligned to academic standards.
30. Provide instruction on safety procedures and the proper handling of materials and equipment.
31. Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others.
32. Communicate effectively, orally and in writing, with other professionals, students, parents, and community.
33. Collaborate with students, parents, school staff, and stakeholders to assist in meeting student needs.
34. Provide accurate and timely information to parents and students about student performance.
35. Work and collaborate with other teachers in curriculum development and sharing ideas/resources.
36. Recognize overt indicators of student distress, or abuse, and take appropriate actions.
37. Engage in continuing improvement of professional knowledge and skills.
38. Assist others in acquiring knowledge and understanding of a particular area of responsibility.
39. Reflect periodically to determine professional development needs regarding your teaching assignment.
40. Act in a professional manner, always adhere to the Code of Ethics and Principles of Professional Conduct.
41. Maintain confidentiality of student and other professional information.
42. Comply with school and district policies, procedures, and programs.
43. Exercise appropriate professional judgment.
44. Support school improvement initiatives by participating in school activities, services, and programs.
45. Perform other incidental tasks consistent with the goals and objectives of this position.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Be clean, neat, and professionally dressed.
2. Consistently maintain regular punctual attendance and timely completion of assigned duties; work assigned contract and extended days; use of personal leave appropriately.
3. Maintain proper care and safe use of district equipment and property.
4. Participate in required professional development as assigned or approved for professional job growth.
5. Familiar with, and incorporates, the use of technology as job responsibilities require.
6. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisor or Superintendent of Schools, and are not prohibited by law or regulations.

**PHYSICAL REQUIREMENTS:**

1. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as needed.
2. Maybe medium or heavy work depending on a particular assignment.
3. Sit, stand, and walk for required periods of time.
4. Reach/handle objects

**ENVIRONMENTAL DEMANDS:**

1. Possible exposure to a variety of childhood and adult illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Function in a workplace that is usually moderately quiet but can be noisy at times.

**TERMS OF EMPLOYMENT:**

1. Salary and benefits shall be consistent with the Instructional Staff Contract between the Liberty County School Board and the Liberty Education Association.
2. Length of the work year and hours of employment shall be those established by the Instructional Staff Contract between the Liberty County School Board and the Liberty Education Association.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel in compliance with the negotiated Instructional Staff Contract between the Liberty County School Board and the Liberty Education Association.

**ACKNOWLEDGMENT:**

My signature below acknowledges receipt of my job description. It has been discussed with me, and I agree to fulfill the performance and behavior/conduct expectations contained herein. However, terms, wages, and conditions of employment shall be consistent with the approved Instructional Staff Contract between the Liberty County School Board and the Liberty Education Association.

\_\_\_\_\_  
**Employee’s Name (Print)**

\_\_\_\_\_  
**Employee’s Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor’s Name (Print)**

\_\_\_\_\_  
**Supervisor’s Signature**

\_\_\_\_\_  
**Date**

**SCHOOL BOARD APPROVED:**