Hickman County Schools

Job Title: Teacher

Contract Period: 200 days

Reports to: Building Level Administrator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Job: Provide leadership for the school site, including support of the instructional process and overall operations of the school building. Communicate with students, parents, teachers, and stakeholders. Enforce established rules and policies

JOB SUMMARY

The Teacher in an Alternative Program is responsible for managing the alternative school setting in order to promote the educational development of each child assigned to the program.

The CTE Teacher (Grades 9-12) is responsible for teaching TN State CTE Standards to high school students in order to fulfill the requirements of the program of study in the chosen area. In addition, upon initial employment, the Teacher will attain certification through 18 hours of coursework at the university level. The Teacher is also required to complete State reporting each semester and must attend two weeks of summer training in Nashville the first year of service.

The Teacher, Elementary School (Grades Kindergarten-5) is responsible for teaching TN State Standards and psychomotor, cognitive, and affective skills to elementary children in the Hickman County School system.

The Teacher, Special Education (SPED) and CDC Special Education, is responsible for providing instruction to special needs students and maintaining required paperwork at federal, state, and local levels.

The Teacher, English Learners (EL) supports the academic and personal development of students whose home language is a language other than English. The goal of this program is to guide English language learners toward gaining proficiency in listening, speaking, reading and writing. Students will then be able to utilize those skills to function successfully in the mainstream classroom and in the community.

The Teacher, Early Learning (Pre-School) is responsible for teaching psychomotor, cognitive, affective, and social skills to pre-school children in the Hickman County School system. Also responsible for overseeing on-site operations of the pre-school program and for providing instruction to special needs students and maintaining required paperwork at federal, state, and local levels.

The Teacher, Homebound is responsible for organizing and implementing an instructional program to meet the needs of students who are unable to attend school for medical reasons.

The Teacher, Secondary School (Grades 9-12) and Middle School (Grades 6-8), is responsible for teaching TN State Standards and leading middle/high school students toward the fulfillment of their potential for intellectual, emotional, psychological growth, and maturation.

ESSENTIAL FUNCTIONS:

* Uses audiovisual aids and other materials to supplement presentation.
* Prepares for class and show evidence of preparation when requested by Principal or other school official.
* Prepares to teach course of study, assigns lessons, and corrects homework papers corresponding to the course of study.
* Prepares for assigned classes using appropriate materials to meet the needs of the individual student.
* Uses a variety of evaluation strategies and records results when appropriate.
* Maintains order in the classroom and on school grounds/property.
* Organizes and assigns lessons.
* Administers tests to evaluate progress, records results, and issues reports to inform parents of student progress.
* Works as a cooperative Teacher to make modifications for students with learning differences as needed so the students can feel successful in the classroom.
* Maintains accurate attendance, grade records, and permanent records as required by the school system and the State Department of Education.
* Conducts and maintains a classroom environment conducive to learning.
* Encourages students to maintain appropriate standards of classroom behavior.
* Meets with parents or guardians to plan and develop objectives and goals to improve students' academic progress.
* Assists in enforcing school rules, Board policies, and administrative regulations.
* Meets all in-service, administrative, and State Department of Education requirements.