

## Job Description

### Job Title – Teacher

**Supervised by/Reports to:** Administrator

#### Job Goals:

- To provide an educational environment in which students succeed spiritually, academically, socially, and physically in accordance with system philosophy, goals and objectives.
- To implement an effective educational program for the designated grade level and subject area(s) using the designated course of study, appropriate materials and resources, and best instructional practices.
- To serve as a student advocate, role model, and professional resource for parents, the community, and the school system.

#### Qualifications:

1. Bachelor's degree or higher from an accredited college or university preferred but not required.
2. Valid Alabama teaching certificate in the grade level, subject area(s) assigned.
3. Ability to meet suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
4. Demonstrates proficiency in oral and written communication skills.
5. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups, for the purpose of maximizing student achievement.
6. Ability to develop and implement curriculum and programming specific to the needs of students at the designated grade level(s) and in the designated content area(s)/subject(s).
7. Ability to identify and solve problems as a productive team member.
8. Ability to use technology to communicate, to plan and provide instruction, to facilitate student learning, to manage data, and to produce/submit required reports, correspondence, and/or financial information.
9. Physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.
10. Ability to be punctual and in regular attendance.
11. Such alternatives to the above qualifications as the Superintendent may require.

#### Performance Responsibilities and Essential Functions:

1. Demonstrates support for the school system and its vision, goals and priorities.
2. Demonstrates knowledge and understanding of child development and especially of characteristics of students in the age group assigned.
3. Demonstrates knowledge of the prescribed curriculum, current educational research and technological tools; exhibits skills in implementing the best instructional practices and varied teaching methods, to address student learning styles and achieve meaningful and measurable outcomes, in accordance with course of study guidelines and student learning objectives.
4. Maintains appropriate student supervision so that students have a safe and orderly environment in which to learn.
5. Provides appropriate instruction and modifications for students with special needs, including exceptional education students and students who have limited proficiency in English.

6. Selects, develops, modifies and/or adapts materials and resources which support learning objectives and address students' varying learning styles, backgrounds and special needs.
7. Establishes routines and uses behavior management techniques which are appropriate and effective.
8. Creates a learning climate that is challenging yet non-threatening.
9. Participates in administration of state and/or standardized testing as assigned; establishes appropriate testing environment and ensures test security.
10. Organizes procedures, practices, materials, and routines for the effective use of instructional time and for the completion of administration activities.
11. Uses ongoing assessment to monitor student progress; interprets and uses data (including but not limited to standardized and other test results) for diagnosis, instructional planning and program evaluation.
12. Encourages self-assessment by students and assists them in developing plans for improving performance.
13. Communicates accurate and timely information, in understandable and meaningful terms, regarding individual student progress knowledgeably and responsibly to the student, parents and professional colleagues who need access to the information.
14. Communicates high learning expectations for all students and establishes learning outcomes that are relative to real world experiences.
15. Fosters student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.
16. Supports school improvement initiatives by active participation in school activities, events, ceremonies, services and programs.
17. Engages in personal professional growth, adheres to professional standards, and demonstrates professional ethics, sound judgment, and leadership.
18. Maintains appropriate confidentiality regarding /student/school/workplace matters.
19. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
20. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
21. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
22. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
23. Properly uses and cares for equipment and material resources of the school system and effectively supervises and monitors students in the care, maintenance, and use of tools, equipment, and inventory.
24. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local regulations.
25. Reports absences and takes leave in accordance with Board policies and procedures; prepares for substitutes according to Board policies and school procedures.
26. Performs any other job-related duties as assigned by the Administrator.