

# TEACHER JOB DESCRIPTION

## Performance Expectations

- I. **Attendance**
  - a. Meets and instructs assigned classes in the location and at the time scheduled unless other arrangements have been made with administration
  - b. Complies with school regulations and policies concerning teacher attendance, reporting absences, and requesting leaves of absence
  - c. Is punctual to job assignments and meetings
  - d. Has easily accessible lesson plans and substitute file prepared in case of an absence
  
- II. **Classroom Management**
  - a. Rules
    - i. Develops reasonable written rules of classroom behavior that are consistent with the school handbook rules and communicates these rules to students
    - ii. Maintains classroom rules fairly and consistently
  
  - b. Self-Esteem/Achievement
    - i. Monitors students while working to ensure time-on-task
    - ii. Organizes the physical classroom setting for effective learning
    - iii. Encourages students to respect themselves and others
    - iv. Promotes active participation in classroom activities
    - v. Maintains a classroom environment that is conducive to learning
    - vi. Encourages students to work cooperatively
    - vii. Praises students appropriately to build self-esteem
  
  - c. Crisis Management
    - i. Handles emergencies and unexpected problems with minimal classroom disruption
    - ii. Responds sensitively and appropriately to students' physical and emotional needs
    - iii. Follows crisis management guidelines and procedures for classroom and school-wide emergencies
  
- III. **Classroom and School Atmosphere**
  - a. Teacher-Student Relationships
    - i. Motivates and encourages students toward positive behaviors and attitudes
    - ii. Treats students with respect
    - iii. Sets attainable goals for students in the areas of discipline and academics per curriculum guidelines and school behavior expectations
  
  - b. Teacher-Colleague Relationships
    - i. Works cooperatively with other staff members and administrators
    - ii. Treats colleagues with respect
  
- IV. **Instructional Process**
  - a. Planning
    - i. Plans instruction based on departmental curriculums and state/common core learning standards
    - ii. Prepares lesson plans for assigned classes, which consist of objectives, procedures, assignments, and assessments. Lesson plans are prepared in advance for the current week.
  
  - b. Instructing
    - i. Uses a variety of teaching strategies which are effective in achieving lesson objectives and provides opportunities for re-teaching if needed

- ii. Differentiates instruction when necessary so that subject matter is presented at the students' ability levels and learning styles
  - iii. Uses a variety of instructional techniques such as questioning, lecturing, modeling, demonstrating, and class discussion to promote learning
  - iv. Provides a variety of experiences which stimulate student involvement, challenge their abilities, and encourage learning beyond assigned activities
  - v. Provides each student with a significant learning experience based on a student's abilities
  - vi. Demonstrates knowledge of subject matter through well-planned lesson plans that promote higher-order thinking
- c. Assessment
- i. Student achievement is evaluated on a regular basis using a variety of different types of assessments
  - ii. Provides students with timely and formative feedback to improve performance
  - iii. Keeps electronic grade book current so that students can track their progress

**V. Professional Responsibilities**

- a. Takes necessary and reasonable precautions to protect students, equipment, materials, and facilities
- b. Maintains appropriate and constructive communication with parents about their child's progress academically and behaviorally
- c. Maintains accurate, complete, and current records as required by law, district policy, and administrative requirements
- d. Makes provisions under reasonable terms to be available to students and parents outside of the instructional day when required or requested to do so.
- e. Maintains and improves professional competence through continued, documentable professional development activities, such as coursework, workshops, conferences, professional groups, goal setting, etc.
- f. Attends required staff meetings and serves on school committees as requested
- g. Complies with administrative procedures (i.e. – weekly grade reports, budget requests, curriculum revisions, etc.)
- h. Complies with school procedures and all board policies
- i. Accepts non-instructional responsibilities as related to school, such as club sponsorships, supervision of events, hallway/restroom/lunchroom supervision, as requested