

**PUTNAM COUNTY SCHOOLS  
JOB DESCRIPTION**

**Position:** Middle School Art Teacher

**Evaluated by:** Principal/Assistant Principal

**Job Description:** The Middle School Art Teacher, working as a member of the middle school team, is assigned to deliver a comprehensive art program in accordance with state law and West Virginia Board of Education and county policies and regulations.

**Qualifications:** Holds or qualifies for a West Virginia Professional Teaching or Temporary Certificate endorsed for art at the grade levels applicable to this assignment (6-8).

**Length of Employment:** 200 Days

**Responsibilities:** The Middle School Art Teacher shall have the following responsibilities and duties:

1. To implement the program of study approved by the West Virginia Board of Education and the county Board of Education.
2. To foster a classroom climate conducive to learning.
3. To utilize instructional management systems models that increase student learning.
4. To monitor student progress toward mastery of the instructional goals and objectives.
5. To communicate effectively with the educational community and parents/guardians on a regular basis.
6. To meet professional responsibilities.
7. To implement the state and county testing program in accordance with state and county policies.
8. To demonstrate competence in the knowledge and implementation of the technology standards.
9. To implement federal and state-mandated initiatives at the middle school level.
10. To offer, throughout the school year, exploratory classes that are consistent with Board policy and have prior approval by the building principal.
11. To conduct an advisory group as assigned by the principal, utilizing the county Board of Education's approved advisory curriculum.
12. To inventory equipment and maintain proper condition and storage of equipment.
13. To work collaboratively with other members of the team to devise a schedule for each assigned student.
14. To assist, as necessary, with the state and county testing program in accordance with state and county policies.
15. To attend and participate in three team meetings per week to plan the team's program.
16. To provide a portion of the planning time for requested parent, student or parent/student conferences.
17. To complete and submit all reports in a timely manner as required by law, the West Virginia Department of Education, and/or the county Board of Education.

18. To report the presence of any situation that may be harmful to the health and safety of the students and/or staff.
19. To identify and refer for screening and evaluation any child who has learning deficiencies.
20. To advise the principal of the presence of any situation that may require immediate intervention so as not to hinder the instructional program.
21. To complete duty assignments as designated by the principal.
22. To communicate to parents/guardians the progress and/or deficiencies of students.
23. To accept responsibility for the behavior of the students assigned.
24. To supervise students at all times in accordance with state, county and school policies.
25. To attend all faculty senate and other required meetings.
26. To fulfill annual continuing education requirements and attend other required training programs.
27. To take student attendance as legally required and in accordance with county policy.
28. To accept reasonable extra duty assignments necessary for a successful school program.
29. To maintain professional work habits.
30. To maintain and upgrade professional skills.
31. To perform other duties as assigned by the principal.