



JOB DESCRIPTION HEARD COUNTY SCHOOLS: Classroom Teacher

The classroom teacher must be able to perform tasks involving light lifting, carrying, pushing, or pulling and must be able to walk and/or stand for prolonged periods of time. Vision, hearing and verbal communication are essential factors in performing required tasks, duties, and responsibilities.

REPORTS TO: Principal

JOB OBJECTIVES:

The Classroom Teacher shall:

1. Provide instruction for the assigned students, grades, and subjects/courses by
 - Teaching at an instructional level appropriate to the mastery level of the students to be taught.
 - Providing both teacher-focused and student-focused content development during the teaching process.
 - Planning effectively for lessons and planning with co-teachers when applicable using the state standards.
2. Build for student transfer of knowledge by
 - Providing initial focus.
 - Providing content emphasis and linking of content.
 - Providing lesson summaries.
3. Assess and encourage student progress by
 - Promoting student engagement in learning activities.
 - Promoting student engagement through the use of instructional technology.
 - Monitoring student progress through formative assessment processes such as benchmarking.
 - Responding to both adequate and inadequate student performances as they occur.
4. Manage the learning environment by
 - Using time efficiently both in the handling of non-instructional tasks and in using instructional time appropriately.
 - Maintaining an effective physical setting for instruction.
 - Maintaining appropriate student behavior and intervene when necessary to redirect a student from inappropriate to appropriate behavior.
5. Follow professional practices consistent with school and system policies in working with students, students' records, parents, and colleagues by
 - Interacting in a professional manner with students, parents, and colleagues.
 - Being available to students and parents for conferences according to system policies.
 - Facilitating home-school communications by such means as holding conferences, telephoning, and sending written communications.
 - Maintaining confidentiality of students and students' records.
 - Modeling correct use of oral and written language.
 - Demonstrating accurate and up-to-date knowledge of content.
 - Assigning reasonable tasks and homework to students.
6. Comply with school, system, and state administrative regulations and Board of Education policies by
 - Conducting assigned classes at the time scheduled.
 - Enforcing regulations concerning student conduct and discipline
 - Being punctual.
 - Maintaining lesson plans.
 - Providing adequate information, plans, and materials for the substitute teacher.



- Implementing the designed curriculum.
 - Maintaining accurate, complete, and appropriate records, and filing reports promptly.
 - Attending and participating in faculty meetings and other assigned meetings and activities according to school policy.
 - Complying with conditions as stated in the contract.
7. Act in a professional manner and assume responsibility for the total school program, its safety and good order by
- Taking precautions to protect records, equipment, materials, and facilities.
 - Assuming responsibility for supervising students in out-of-class settings.
 - Maintaining regular attendance.
8. Cooperate with other members of the school staff and the administration in the discharge of tasks, duties, and responsibilities.
9. Perform other such school related duties as may be required by the principal for the purpose of promoting the well-being and safety of the students and the school.
10. Comply with the Code of Ethics.
11. Complete all prescribed activities outlined in the Professional Development Plan according to the timelines indicated.

Signature

Date