

Teacher – Middle and High School

Marshall Public School District Job Description

Position Title: Teacher - Middle and High School
Department: Instruction
Reports To: Principal

SUMMARY:

Is responsible for teaching, instructing, guiding and directing all pupils assigned to his/her classes in the teaching-learning process. Plans learning activities to assist pupils in gaining knowledge, developing skills, and attaining educational goals. Responsible for measuring and evaluating pupil progress toward attainment of educational objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned.

- Teaches District-approved curriculum.
- Plans a program of study that meets the individual needs, interests, and abilities of the students.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students.
- Observes all policies, rules and regulations of the Board of Education as stated in the Policy Handbook.
- Observes rules and regulations of the building.
- Encourages students to set and maintain standards of classroom behavior.
- Guides the learning process toward the achievement of curriculum goals and—in harmony with the goals—establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
- Observes all building rules and regulations pertaining to student dismissal, hall passes, attendance regulations, absence reporting and other similar requirements.
- Evaluates pupils' academic and social growth, keeps appropriate records, and prepares progress reports.
- Is available to students and parents for education-related purposes outside the instructional day.
- Provides suitable lesson plans and arrangements for substitute teachers in case of teacher absence.

SUPERVISOR RESPONSIBILITIES:

Supervises classroom and students and volunteers

EDUCATION and/or EXPERIENCE:

Bachelor of Arts degree. Preferably having computer skills in Word Processing, Email, Basic Spreadsheets, PowerPoint, Publishing, SIS Attendance, SIS Grades, SIS Homework, SIS Parent Contact Log.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Teaching Certificate,

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

TERMS OF EMPLOYMENT:

Nine-month employee. Salary to be established by the Board of Education.

