

TITLE: **TEACHER**

- QUALIFICATIONS:
1. Valid Alabama Teacher Certificate with endorsements and certification as Highly Qualified in required areas
 2. Such alternatives to the above as the Board may find appropriate and acceptable

REPORTS TO: Principal, Superintendent or person designated by the Board

JOB GOAL: To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Prepares for classes assigned, and shows written evidence of preparation upon request of immediate superior.
5. Maintains a professional relationship with students, treating them as persons worthy of respect and dignity.
6. Encourages students to set and maintain standards of classroom behavior
7. Establishes objectives and plans learning experiences.
8. Implements activities using a variety of techniques that utilize instructional time to meet objectives.
9. Uses correct grammar in written and oral communications.
10. Assesses the accomplishments of students on a regular bases and provides progress reports as required.

TEACHER, continued

11. Reports possible learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.
12. Be familiar with and adhere to school system rules, administrative procedures, local Board policy, and State and Federal rules and regulations as it relates to the teaching position.
13. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
14. Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
15. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
16. Engages in professional growth and development activities.
17. Be regular and punctual in attendance.
18. Maintain confidentiality of any school system related information.
19. Maintain proper and professional relationship with other employees.
20. Perform duties in a manner that promotes good public relations.
21. Perform other reasonable related duties as needed.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Adopted: August 18, 1992; **Revised:** April 20, 2004