

## YAZOO CITY MUNICIPAL SCHOOL DISTRICT JOB DESCRIPTION

Title: ELEMENTARY TEACHER

Reports To: PRINCIPAL

### PERSONAL SKILLS

Is neat in appearance

Is punctual

- Attends regularly
- Shows enthusiasm for work
- Demonstrates loyalty to the school and its mission
- Follows school rules and district policies
- Attends and actively participate in in-service training
- Has appropriate certification

### INSTRUCTIONAL PROCESS

- Plans and implements a program of instruction that adheres to the Common Core Standards, and district philosophy, goals and objectives as outlined in the curriculum guide.  
Makes purposeful and appropriate lesson plans that provide for effective teaching strategies and maximize time on task.
- Plans and implements a program of study designed to meet individual needs of students.
- Creates a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.
- Encourage student enthusiasm for the learning process and the development of good study habits.
- Provides progress an interim reports as required.
- Prepares substitute folder containing appropriate information as required by the principal.
- Plans and prescribes purposeful assignments for paraprofessionals, tutors and volunteers as needed.  
Recognizes learning problems and makes referrals as appropriate.  
Demonstrates a strong grasp of subject matter.
- Uses effective oral and written expression.

### CURRICULUM DEVELOPMENT

Keeps current in subject matter knowledge and learning theory and is willing to share this knowledge for continual improvement of the school's curriculum.  
Assists on the ongoing curriculum revision process, including the revision of written courses of study.  
Becomes acquainted with supplemental services beneficial to students as an extension of regular classroom activities.

### CLASSROOM MANGEMENT

- Develops, in accordance with district school guidelines, reasonable rules of classroom behavior and appropriate techniques that are consistently applied.

- Takes necessary and reasonable precautions to protect students, equipment, materials and facilities, per the district's comprehensive risk management program.  
Shares responsibility during the school day for the supervision of students in all areas of the school.  
Maintains an up to date inventory of all materials.
- Provides for the supervision of assigned students when circumstances require a brief absence from the assignment.
- Performs other job related duties as assigned.

### **PUBLIC RELATIONS**

- Upholds and enforces board policy, administrative procedures, and school rules and regulations, and is supportive of them to the public.  
Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.  
Strives to communicate the positive aspects of our school program to the public in word and deed.
- Works cooperatively with parents to strengthen the educational program for their children.
- Establishes and maintains cooperative relationships with other staff members.

### **STUDENT EVALUATION**

- Evaluates accomplishments of students on a regular basis using multiple assessment methods such as teacher made test, samples of students' work, mastery skills check lists, criterion-referenced tests and/or norm-referenced tests.  
Makes appropriate adjustments in the instructional program and as required by the principal.  
Maintains up to date information and references in order to adequately prepare students for mandated state and federal tests.  
Maintains and enhances students writing portfolios as determined by the administration.  
Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.  
Establishes and maintains cooperative relationships with other staff.  
Works cooperatively with parents to strengthen the educational program for their children.  
Establishes and maintains cooperative relationships with other staff members.

### **EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.