

TITLE: TEACHER

QUALIFICATIONS:

1. At least a Bachelor's degree in Education
2. Certified in accordance with the State Board of Education requirements

REPORTS TO: Principal or his/her designee

JOB GOAL: To provide an educational atmosphere in which students will move toward the fulfillment of their potential for academic, emotional, physical and psychological growth and maturation in accordance with the District's vision, mission, goals and objectives.

PERFORMANCE RESPONSIBILITIES:

1. Creates or selects long-range plans based on the District's mission, a review of system and state curriculum priorities, student profiles and instructional priorities.
2. Defines goals and objectives for unit and daily plans.
3. Sequences content and activities based on the District's Standards and pacing guides.
4. Selects, develops, modifies and/or adapts materials, technology, and resources which support learning objectives and address students' varying learning styles, backgrounds and special needs.
5. Establishes and maintains a positive and safe learning environment in which students are encouraged to be actively engaged in the learning process.
6. Maintains a clean, attractive and organized learning environment conducive to learning.
7. Maintains academic focus by using a variety of motivational techniques.
8. Maintains classroom discipline, encouraging students to set and maintain high standards of behavior.
9. Maintains accurate, complete records as required by law, District policy, and administrative regulation.
10. 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.
11. Establishes routines and procedures and works with students on consistently following them.
12. Establishes appropriate testing environment and ensures test security.
13. Instructs and supervises the work of volunteers, assistants, and university students when assigned.
14. Interprets and uses data (including, but not limited to, standardized and other test results) for diagnosis, instructional planning, program evaluation and feedback to students with a focus on improving their performance.
15. Communicates individual student progress to the student, parents and professional colleagues who need access to the information.
16. Uses ongoing assessment to monitor student progress, verify that rigorous learning is occurring for all students, and adjust curriculum and instruction.

17. Provides appropriate instruction and modifications for students with special needs, including special education students and students who have limited proficiency in English.
18. Communicates effectively, both orally and in writing, with other professionals, students, parents and community.
19. Provides accurate and timely information to parents and students about academic and behavioral performance of students.
20. Works with other teachers in curriculum development, special activities, and the sharing of ideas and resources.
21. Engages in professional development opportunities.
22. Keeps abreast of developments in instructional methodology, learning theory, curriculum trends and content.
23. Performs such other tasks as may be assigned by the proper authorities.

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

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

Florence City Schools

Approved by Board of Education 11-12-13