

Policy GFBCC: Job Description: Teacher

Status: DRAFT

Original Adopted Date: 10/21/2002 | **Last Revised Date:** 06/14/2021 | **Last Reviewed Date:** 09/17/2021

QUALIFICATIONS:

To qualify for the position of teacher in grades Pre-K-12, he/she shall possess the following:

1. Hold at least a valid Class "A" Certificate issued by the Mississippi State Department of Education and endorsed in the field of instruction to which he/she is assigned.
2. Have met other qualifications and requirements as established by the school district.
3. Ability to lift a minimum of 25 pounds

JOB GOAL:

The teacher is directly responsible to the secondary principal and the assistant superintendent of instruction. He/She is a facilitator of learning for students in Grades K-12 and is responsible for teaching skills and concepts that will enable students to function successfully in contemporary society at the following levels: physically, intellectually, emotionally, and psychologically.

REPORTS TO:

Principal

SUPERVISES:

Assistant Teacher, where applicable

DUTIES AND RESPONSIBILITIES:

The teacher shall:

1. Provide learning experiences for students commensurate with their ability and interest and which promote high expectations for all students.
2. Develop a written lesson plan containing specific performance objectives.
3. Monitor student performance by becoming thoroughly familiar with the student's records and utilizing test data to improve instruction.
4. Provide a safe, orderly atmosphere conducive to learning.
5. Develop and maintain a classroom discipline plan in keeping with School Board policies and procedures.
6. Be responsible for the supervision of students inside and outside the classroom as required by School board policy.
7. Assist in selecting supplies, materials, textbooks, and equipment to enhance learning.
8. Participate in professional and staff development activities.
9. Strive for excellence in all school-related endeavors.
10. Cooperate with local and district staff in planning and implementing system-wide goals and objectives.
11. Attend regular and called faculty meetings.
12. Keep accurate records and provide students with feedback on completed assignments.
13. Upgrade teaching certificate as required by state certification standards and local district policy.
14. Be punctual and conscientious in school attendance and participate in school-related functions as assigned by the principal.
15. Clear any absence, as far in advance as possible, with the principal or his/her designee.
16. Assist in upholding and enforcing school rules and regulations, administrative procedures, and School board policies.
17. Maintain good public relations with parents and students.
18. Assist in the continuing development of subject area curriculum objectives.
19. Make 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.
20. Be cognizant of the rules and regulations, policies, and procedures governing special education programs within the school district.
21. Be knowledgeable of the district's curriculum, Mississippi Curriculum frameworks, Mississippi assessment System, FLE skills in his/her subject area(s).
22. Participate cooperatively in the supervision-evaluation process for the purpose of improving instruction and student achievement.
23. Assist other teachers in the instructional improvement process.
24. Work collegially with other teachers in the sharing of ideas and skills.
25. Perform all other duties and responsibilities assigned by the principal in order to contribute to an effective

school operation.

TERMS OF EMPLOYMENT:

187 Work Days Salary Schedule: Teacher Salary Schedule (District) Policy GGBC

EVALUATION:

Performance in this position will be evaluated annually by the Principal in accordance with the provisions of the Board's policies on evaluation.

ESSER positions are temporary positions that will only be available through December 2024.
