

**South Tippah School District
Classroom Teacher
Job Description**

Qualifications:

1. Mississippi Teacher Certification in Assigned Discipline

Reports To:

Principal

Job Goal:

Provide students with a quality learning environment in which to learn subject matter and skills that contribute to their development as mature, able, and responsible men and women.

Performance Responsibilities:

1. Meets and instructs assigned classes in the location and at the designated times.
2. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of all students assigned to that teacher.
3. Creates a classroom environment that is conducive to learning and that is appropriate to the maturity and interests of the students assigned to that teacher.
4. Makes adequate preparation for all classes assigned and shows written evidence of preparation for that class when requested to do so by the principal or other appropriate administrator, to include lesson plans.
5. Encourages students to set and maintain high standards of positive classroom behavior.
6. Guides the learning process toward the achievement of learning goals and benchmarks by establishing clear learning objectives for all lessons, units, and projects, and communicates these objectives in a clear and understandable fashion to each student subjected to that learning content.
7. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and abilities of the individual or student groups involved.
8. Utilizes the curriculum materials provided by the district to focus on the learning benchmarks that formulate the core knowledge for the subject matter under study.
9. Assesses the accomplishments of students on a regular basis and provides progress reports in a timely manner.
10. Recognizes the learning disabilities of students on a regular basis, seeking the assistance of district specialists as the need arises.
11. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
13. Assumes responsibility for assisting the administration in implementing all policies and rules governing student life and conduct for the classroom. Develops reasonable rules of classroom behavior and procedure, communicating these classroom rules and procedures to students so they understand them, and maintains order in the classroom in a fair and just manner.

14. Meets with students and parents outside the instructional day when required to do so, or when requested to do so under reasonable terms.
15. Cooperates with department or grade level team members to achieve the educational purposes of the school and district.
16. Assumes personal responsibility for maintaining and improving professional competence.
17. Attends staff meetings, serves on staff committees, attends in-service, training, and professional development activities and other committees as directed by the principal.
18. Includes the use of technology in lesson plans and curricula delivery.
19. Promotes higher order thinking skills in presentation and evaluation of student performance.
20. Maintains an active, positive, and professional relationship with students, staff, and parents.
21. Performs other duties as requested by the principal under reasonable terms.
22. Maintains level of confidentiality as it relates to information given access.
23. Be punctual and conscientious in school attendance and participate in school related functions as assigned by the principal.
24. Be knowledgeable of the district's curriculum, state curriculum, and state's assessment system.
25. Conducts themselves as a professional in the community including, but not limited to social media.
26. Follows rules set by the district as outlined in the South Tippah School District Personnel Handbook.
27. Abide by Mississippi Educator Code of Ethics and Standards of Conduct as stated by the Mississippi Department of Education.

Terms of Employment:

Salary and work year are determined by the State and School Board.

Evaluation:

Principal

Approved by: _____

Date: _____

Agreed to by: _____

Date: _____