

# Teacher

**Job Codes: 2010, 255, 2040, 2050, 2060, 2095 & 2100**

**QUALIFICATIONS:** Hold a Bachelor's Degree and required Kentucky certification for assigned position.

Proven ability to work effectively with students.

Proven ability to communicate effectively with students, parents, and faculty.

**REPORTS TO:** Principal

**SUPERVISES:** Students, Instructional and/or clerical aides.

**JOB GOAL:** To help students acquire information and skills that will contribute to their development into mature, able, and responsible individuals.

## **PERFORMANCE RESPONSIBILITIES:**

- Meets and instructs assigned classes in the locations and times designated.
- Plans a program of study that meets the individual needs, interests, and skill levels of the student.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for assigned classes and provides written evidence of preparation upon the request of an immediate supervisor.
- Through the establishment of curriculum goals, guides the learning process and develops clear objectives to meet those goals.
- Employs a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided and consistent with the needs and skill levels of the individual student groups involved.
- Strives to implement, by instruction and action, the district's philosophy of education and instructional goals and objectives.
- Assesses the accomplishments of students on a regular basis and provides progress reports including reports to parents as required; provides implementation of the reading and math management systems, and/or Individual Education Plan and course curriculum outlines when or where appropriate.
- Assesses the learning needs of students on a regular basis, seeking the assistance of district specialists where needed.

- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records and their confidentiality as required by law, district policy and administrative regulations.
- Assists the administration in implementing all policies and rules governing student conduct for the classroom and school related activities as set forth by the Student Code of Conduct.
- Makes reasonable provisions for being available for scheduled students and conferences with parents for education-related purposes outside the instructional day.
- Plans and supervises purposeful assignments for teacher aide(s) and volunteer(s) and cooperatively, with department heads or principal, evaluates their job performance.
- Strives to maintain and improve professional competence.
- Attends staff meetings and serves on staff committees as prescribed in the Meade County Board of Education policies, Kentucky Revised Statutes and School Council Policies.
- Acts in accordance with the by-laws and policies as set forth by the School/Council/Meade County Board of Education, Kentucky Revised Statutes and Kentucky Administrative Regulations, and applicable Federal law and regulations.
- Carries out instructional duties as prescribed in the Meade County Board of Education policies.
- Performs other duties as assigned by the Principal in accordance with the best interest of the school, students, and District.

**EVALUATION:**

Performance of this position will be conducted in accordance with the Board Policy on Evaluation of Certified Personnel. The building Principal or his/her designated assistant will conduct evaluation of teachers.

My signature below indicates that I have been given a copy of my job description.

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Date