



JOB DESCRIPTION

- TITLE:** Classroom Teacher
- QUALIFICATIONS:** As set by LDOE Bulletin 741 (for nonpublic schools)
- REPORTS TO:** Principal
- JOB GOAL:** To plan and implement instructional strategies which provide quality learning experiences that enable students to achieve intellectual, social, emotional and physical growth.

PERFORMANCE RESPONSIBILITIES:

I. PLANNING

A. The teacher plans effectively for instruction.

1. Specifies learner outcomes in clear, concise objectives.
2. Includes activity/activities that develop(s) the objectives.
3. Identifies and plans for individual differences.
4. Identifies materials, other than standard classroom materials, as needed to enhance the lesson.
5. States method(s) to evaluate or measure learner outcomes.
6. Makes assignments and homework meaningful and reasonable.
7. Makes lesson plans readily available for the Principal.

II. MANAGEMENT

A. The teacher maintains an environment conducive to learning.

1. Organizes available space, materials, and/or equipment to facilitate learning.
2. Promotes a positive learning climate.

B. The teacher maximizes amount of time available for instruction.

1. Manages routines and transitions in a timely manner.
2. Manages and/or adjusts allotted time for activities planned.
3. Effectively utilizes instructional time.

C. The teacher manages learner behavior to provide productive learning opportunities.

1. Establishes expectations for learner behavior.
2. Uses monitoring techniques to facilitate learning.
3. Maintains good class control through positive discipline.
4. Fulfills responsibility of constant supervision of students.

D. The teacher maintains adequate records.

1. Maintains accurate and complete records as required by the school.
2. Provides adequate information to parents on student progress.
3. Provides for the care of school property and maintains current inventory.

III. INSTRUCTION

A. The Teacher delivers instruction effectively.

1. Uses techniques which develop lesson objectives.
2. Sequences lessons to promote learning.
3. Uses available teaching materials to achieve lesson objective(s).
4. Adjusts the lesson when appropriate to accommodate the needs of students.
5. Integrates technology into instruction.

B. The teacher presents appropriate content.

1. Presents content at a developmentally appropriate level.
2. Presents accurate subject matter.
3. Relates relevant examples, unexpected situations, or current events to the content.

C. The teacher provides opportunities for students' active involvement in the learning process.

1. Uses instructional techniques to accommodate individual differences.

2. Demonstrates ability to communicate effectively with students.
3. Stimulates and encourages higher-order thinking at the appropriate developmental levels.
4. Encourages student participation.
5. Answers questions accurately and/or directs students to additional sources of information.
6. Uses appropriate closure.

D. The teacher demonstrates ability to assess and facilitate student academic growth.

1. Monitors in a consistent manner ongoing performance of students.
2. Evaluates students' progress and maintains complete, accurate records as required.
3. Uses appropriate and effective assessment techniques.
4. Provides timely feedback to students.
5. Produces evidence of student academic growth under his/her instruction.

IV. PROFESSIONAL DEVELOPMENT

A. The teacher plans for and engages in professional self-development.

B. The teacher actively participates in the continuing in-service program and job-embedded professional development opportunities.

C. The teacher improves professional competences through any or all of the following: self-evaluation, professional reading, graduate study, participation in organizations and activities, and effective use of Principal/Supervisor reports.

V. SCHOOL IMPROVEMENT

A. The teacher takes an active role in building-level decision making.

1. Participates in curriculum planning and evaluations.
2. Serves on decision-making committees, when appropriate.
3. Implements school improvement plans.

B. The teacher creates partnerships with parents/caregivers and colleagues.

1. Provides clear and timely information to parents/caregivers and colleagues regarding classroom expectations, student progress, and ways they can assist learning.

2. Encourages parents/caregivers to become active partners in their children's education and to become involved in the school and classroom.
3. Seeks community involvement in the instructional program.

VI. OTHER AREAS OF RESPONSIBILITIES AND PERSONAL QUALITIES

1. Attends faculty meetings and serves on committees as required.
2. Works tactfully/harmoniously with the administrator, co-workers, parents, and students.
3. Is punctual and dependable in performing duties.
4. Maintains good attendance in compliance with Calvary Baptist School policies.
5. Shows a positive attitude toward the profession.
6. Demonstrates innovation, creativity, and enthusiasm.
7. Appears neat, dresses appropriately for the profession, and is well-groomed
8. Maintains a high standard of professional conduct.
9. Attempts by example to instill in students Christian ideals and values.
10. Reflects the core beliefs of Calvary Baptist School.
11. Accepts and exercises other responsibilities for duties and assignments as may be assigned by the Principal.

TERMS OF EMPLOYMENT: 185 day year;
Salary and work year to be established by the school

EVALUATION: Performance of this job will be evaluated by the Principal in accordance with LA Components of Effective Teaching. This job description contains the criteria on which performance will be evaluated.

APPROVED BY: _____ **DATE:** _____
EVALUATOR

REVIEWED AND AGREED TO BY: _____ **DATE:** _____
TEACHER