



## GILMER COUNTY SCHOOLS

### JOB DESCRIPTION

FOR THE POSITION OF: **TEACHER**

REPORTS TO: School Principal or Principal's Designee

CLASSROOM TEACHERS' RESPONSIBILITIES:

**I. The teacher shall implement the programs of study. The performance criteria for this area shall include:**

- A. Bases instruction on adopted curricula for the school.
- B. Demonstrates accurate and current knowledge in subject field.
- C. Develops appropriate lessons to teach instructional objectives.
- D. Employs a variety of instructional strategies to augment achievement.
- E. Uses content scope and sequence in planning.

**II. The teacher fosters a classroom climate conducive to learning. The performance criteria for this area shall include:**

- A. Follows established school discipline procedures that include West Virginia Board of Education Policy 4373, Student Code of Conduct.
- B. Establishes procedures and rules that enhance learning.
- C. Encourages students' attendance.
- D. Sets high positive expectations for student performance.
- E. Encourages and acknowledges individual student accomplishments and appropriate behavior.
- F. Treats students in a fair and equitable manner.
- G. Accommodates individual learning differences.
- H. Creates and maintains an environment that supports learning.
- I. Communicates with parents.

**III. The teacher utilizes instructional management systems models that increase student learning. The performance criteria for this area shall include:**

- A. Prepares and implements lesson plans.
- B. Begins lesson or instructional activity with a review of previous material as appropriate.
- C. Has materials, supplies and equipment ready at the start of the lesson or instructional activity.
- D. Introduces the instructional activity and specifies instructional objectives.
- E. Directs and adequately supervises students to be on task quickly at the beginning of each instructional activity.
- F. Presents reading, writing, speaking, and listening strategies using concepts and language that students understand.
- G. Provides relevant examples and demonstrations to illustrate concepts and skills.
- H. Assigns developmentally appropriate tasks.
- I. Provides instructional pacing that ensures student understanding.
- J. Maximizes student time-on-task.
- K. Makes effective transitions between instructional activities.
- L. Summarizes the main point(s) of the instructional activity.

- M. Encourages students to express ideas clearly and accurately.
- N. Incorporates higher level thinking skills.
- O. Assists students to develop productive work habits and study skills, enabling communication with parents as needed.
- P. Provides remediation activities for students.
- Q. Designs, delivers, and assesses student learning activities addressing the state adopted instructional goals and objectives.
- R. Integrates a variety of technology applications and learning tools to augment student achievement.

**IV. The teacher monitors student progress towards mastery of instructional goals and objectives. The performance criteria for this area shall include:**

- A. Gathers, stores, and monitors data related to student learning for use in assessing progress toward achieving the instructional objectives.
- B. Follows grading policies and regulations.
- C. Maintains accurate and complete student records.
- D. Monitors and evaluates student progress.
- E. Provides feedback on student work.
- F. Monitors student attendance.

**V. The teacher communicates effectively within the educational community, and with parents on a regular basis. The performance criteria in this area shall include:**

- A. Communicates student progress according to established procedures and policies.
- B. Communicates regularly and effectively with students, co-workers, parents/guardians, and the community, and exhibits appropriate interactive skills.
- C. Follows confidentiality procedures regarding students, parents/guardians, and fellow staff members.
- D. Speaks and writes standard English clearly, correctly, and distinctly.
- E. Determines and utilizes appropriate community resources.

**VI. The teacher meets professional responsibilities. The performance criteria for this area shall include:**

- A. Adheres to established laws, policies, rules, and regulations.
- B. Interacts appropriately with students, other educational personnel, and parents.
- C. Participates in activities that foster professional growth.
- D. Is punctual with reports, grades, records, and in reporting work.
- E. Performs assigned duties.
- F. Strives to meet county/school goals.
- G. Commands respect by example in appearance, manners, behavior and language.

**VII. The teacher demonstrates competency in the knowledge and implementation of technology standards. The performance criteria shall include:**

- A. Demonstrates a sound understanding of technology operations and concepts.
- B. Plans and designs effective learning environments and experiences supported by technology.
- C. Implements curriculum plans that include methods and strategies for applying technology to maximize student learning.
- D. Applies technology to facilitate a variety of effective assessment and evaluation strategies.
- E. Uses technology to enhance productivity and professional practice.
- F. Understands the social, ethical, legal and human issues surrounding the use of technology in PreK-12 schools and applies that understanding in practice.