

**POPE COUNTY CUSD #1  
JOB DESCRIPTION**

**TITLE:** Teacher

**PAY SCHEDULE:** Per Collective Bargaining Agreement

**WORK HOURS:** 180 days/year

**QUALIFICATIONS:**

- Bachelors degree or higher from an accredited institution
- Meet professional teacher education requirements of school, district, state
- State certification or credentials for all subjects or grades to be taught
- Knowledge of relevant technology
- Demonstrated aptitude or competence for assigned responsibilities
- Good verbal and written communication skills
- Possess the following key competencies: self motivation, high energy level, attention to detail, problem solving, decision making and critical thinking skills, flexibility, adaptability, initiative, organizing and planning

**REPORTS TO:** Building Principal, Superintendent

**SUPERVISES:** Students

**JOB GOAL:** To plan, organize and implement an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfill their academic potential.

**MAJOR RESPONSIBILITIES AND DUTIES**

- Plan, prepare and deliver instructional activities that facilitate active learning experiences
- Develop schemes of work and lesson plans
- Establish and communicate clear objectives for all learning activities
- Prepare a classroom for class activities
- Provide a variety of learning materials and resources for use in educational activities
- Identify and select different instructional resources and methods to meet students' varying needs
- Instruct and monitor students in the use of learning materials and equipment
- Use relevant technology to support instruction
- Observe and evaluate students' performance and development
- Assign and grade class work, homework, tests and assignments
- Provide appropriate feedback on work

- Encourage and monitor the progress of individual students
- Maintain accurate and complete records of students' progress and development
- Take student attendance daily as legally required and in the manner prescribed the building principal
- Review fire drill and other emergency procedures with all students
- Update all necessary records accurately and completely as required by laws, district policies and school regulations
- Be responsible for the assignment and care of instructional materials given to students, for equipment used in the classroom by the students, and ensure its safe return
- Maintain an inventory of all materials of instruction, equipment, and furniture in the classroom
- Prepare required reports on students and activities
- Manage student behavior in the classroom by establishing and enforcing rules and procedures
- Maintain discipline in accordance with the rules and disciplinary systems of the school
- Apply appropriate disciplinary measures where necessary
- Perform certain pastoral duties including but not limited to student support, counseling students with academic problems and providing student encouragement
- Conduct oneself as a positive role model
- Participate in extracurricular activities such as social activities, sporting events, clubs and organizations
- Participate in department and school meetings, parent meetings
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs
- Maintain positive working relationships with all school personnel
- Keep up to date with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities
- Performs related duties as assigned by the building principal or superintendent in accordance with the school policies and practices