

West Carroll Board of Education

Job Description

Descriptor Term:

**Teacher
(PreK-12)**

Board Policy Reference

5.013

QUALIFICATIONS

1. State of Tennessee Teacher License with endorsement to teach grade or content area to which assigned.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO

Principal at school to which assigned.

JOB GOALS

To help students learn subject matter and/or skills that will contribute to their development as mature, able, and responsible men and women.

DUTIES

1. Plans, organizes, and conducts a program of instruction in the subjects, or grades assigned in accordance with state curriculum and approved schedule.
2. Uses a variety of teaching strategies to present subject matter in class.
3. Prepares, administers, and corrects lessons and tests and records results.
4. Maintains order in classroom and other parts of the school when needed.
5. Assumes responsibilities of extra duties as assigned by the principal such as hall duty, playground duty, break duty, cafeteria duty, bus duty, or similar duties essential to the operation of the school.
6. Monitors student progress and counsels students when problems arise.
7. Report pupil academic and behavioral progress to parents. Suggests corrective action when needed.
8. Keeps attendance and grade records as required by board of education.
9. Works cooperatively with other staff members.
10. Represents the school and the community in a positive manner.
11. Reports to proper authorities suspected child abuse or neglect.
12. Participates in conferences, professional meetings, in-service training, faculty meetings or other meetings called by the director of schools, supervisors, or principal.
13. Performs the duties of a teacher as listed in TCA 49-5-201.
14. Complies with applicable board policies, director of school directives, and school rules.
15. Performs other work-related duties as assigned.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 20 pounds with frequent lifting and/or carrying of objects weighing up to 10 pounds, such as books, textbooks, instructional supplies, and equipment.

WORK CONDITIONS

Normal working environment.

TERMS OF EMPLOYMENT

Ten, eleven, or twelve month year. Salary and work year to be established by board of Education with recommendation from Director of Schools.

SELECTION BY

The Director of Schools with acknowledgement by the board of education.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy *On Evaluation of Professional Personnel (5.109)*.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.