**Hawkins County Schools**

**Teacher**

**Reports To:**

Director of Schools and the Building Principal

**Qualifications:**

BS Degree

Degree in Administration and Supervision

**Purpose Statement:**

The teacher will provide support to the instructional process by supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students’ parents or guardians regarding instructional program and student progress.

**Essential Duties & Responsibilities:**

* Advises parents and/or legal guardians of student progress, and communicates classroom expectations;
* Assesses student progress towards objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration;
* Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcome and achieving established classroom objectives;
* Demonstrates and differentiates instructional strategies for the purpose of providing an effective program that addresses individual student needs;
* Instructs students for the purpose of improving their success in academics through a defined course of study;
* Manages student behavior for the purpose of providing a safe and optimal learning environment;
* Monitors students in a variety of educational environments (e.g. classroom, school grounds, hallways, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment;
* Participates in a variety of meetings and professional development activities for the purpose of obtaining information to improve classroom instruction;
* Prepares a variety of written materials (e.g. grades, lesson plans, correspondence with parents and students, examinations and quizzes, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements;
* Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, zero tolerance offenses etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and board policies;
* Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution;
* Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, students, central office staff, etc.) for the purpose of resolving issues, providing information and/or direction;
* Directs student teachers, instructional assistants, and/or volunteers for the purpose of providing an effective classroom program and addressing the needs of individual students;
* Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the school.

**Capacity and Ability Requirements:**

The usual job demands requires the following physical requirements: some lifting, carrying, pushing, pulling, some stooping, kneeling, and physical dexterity.

**Terms of Employment:**

Salary and benefits shall be paid consistent with the District’s approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.