

# OAK GROVE SCHOOL DISTRICT

## JOB DESCRIPTION

### I. TITLE OR CLASSIFICATION

Intermediate School Teacher – English/Language Arts

### II. POSITION DESCRIPTION

As a part of an Intermediate School teaching assignment, teaches one or more classes in English to pupils in Grades 7 and 8 and assists in other school programs as assigned.

#### A. Major Duties and Responsibilities

1. For Children  
Assess pupil needs and prescribe appropriate learning activities to develop concepts in designated subject areas.
2. To Parents  
Prepare evaluations and communicate with parents on individual pupil progress and needs.
3. To School/Staff  
Assist in selecting books, instructional aides, and supplies. Assist in formulation and enforcement of school policies and procedures.
4. To District  
Maintain competence through professional growth activities during released time.
5. Other Duties and Responsibilities  
Supervise pupils in out-of-classroom activities during the school day and be involved in an equitable share of extra-curricular school and community activities.

#### B. Specific Responsibilities (Subject areas, etc., if applicable)

1. Develops knowledge of the purpose, structure, and operation of the English language.
2. Develops a balanced program which involves instruction in grammar, literature, spelling, usage, and writing.

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3. Provides individual and small group instruction in order to adapt the curriculum to the needs of pupils with varying intellectual abilities, attitudes, and cultural backgrounds.
4. Instructs pupils in citizenship, basic communication skills, and other general elements of the course of study common to all teachers, as specified in state law and administrative regulations and procedures of the school district.
5. Establishes and maintains standards of pupil behavior needed to provide for orderly, productive classroom environment.
6. Creates, with assistance of pupils, interest centers and displays with material to enhance learning.
7. Evaluates each pupil's development in the course being taught, and prepares periodical progress reports.
8. Cooperates with other members of the team and /or department in developing curriculum materials.
9. Shares successful teaching methods, techniques, and experiences with co-teachers.

### **III. ORGANIZATIONAL RELATIONSHIPS**

(Make a note of any mixed or shared responsibility for supervision and evaluation.)

- A. Supervised by: Principal/Department Chairman
- B. Evaluated by: Principal/Department Chairman

### **IV. MINIMUM QUALIFICATIONS**

Valid teaching credential with at least a minor in English.

### **V. SPECIAL CONDITIONS OF EMPLOYMENT (When applicable)**

- A. Demonstrates ability to work well with others.
- Demonstrates genuine interest in students and their welfare.