



SELMA CITY SCHOOLS

OFFICE OF THE
SUPERINTENDENT

300 WASHINGTON ST.
P. O. BOX F
SELMA, AL 36702-0318
(334) 874-1600

JOB DESCRIPTION

<u>Position Title:</u>	Teacher
<u>Department or Unit:</u>	School Assignment
<u>Reports To:</u>	Principal
Supervises:	Students and paraprofessionals
<u>Job Summary:</u>	Provides planned instruction for guiding students toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.

Typical Duties:

1. Meets and instructs assigned students in the location and at the times designated.
2. Displays personal conduct which sets an example for students to emulate.
3. Demonstrates high expectations of students and helps them set personal achievement goals.
4. Prepares planned lessons for classes assigned and shows written evidence of such preparation upon request of immediate supervisor.
5. Handles routine classroom duties, i.e. taking attendance, distributing, collecting material, etc., in an organized manner placing emphasis on time-on-task.
6. Maintains an attractive classroom environment which is conducive to effective teaching and learning.
7. Uses a variety of instructional techniques and strategies while pacing instruction at a rate to cover the essential content and skills required for the subject or course.
8. Strives to implement instruction and action consistent with the Selma City School's philosophy.
9. Monitors and evaluates students' progress on a regular basis, using appropriate assessment techniques and materials.

10. Recognizes school administrators as the instructional leaders of the school and works cooperatively by providing in a timely manner, information requested for instructional improvement, school reports and planning.
11. Works cooperatively with teaching colleagues and support personnel to promote a productive and positive school climate.
12. Maintains accurate and up-to-date student records on attendance and academic progress.
13. Uses effective methods of discipline in the classroom which encourages self-discipline, and assists in implementing school rules and regulations.
14. Supervises students in a responsible manner in the classroom and other areas of the school as assigned.
15. Administers tests required by the Selma City Schools and the Alabama State Board of Education.
16. Attends in-service workshops, faculty meetings, grade level or departmental meetings, and meetings to promote productive school/parent relations.
17. -Confers with school administration, parents, and students concerning problems .and/or progress of students.
18. Shows allegiance to the school system, helps promote school pride and assists the school administration in implementing School Board policies and regulations.
19. Follows an individual professional improvement plan to maintain and upgrade teaching competence.
20. Performs other duties as required.

Minimum Requirements:

1. Bachelor's Degree in Education
2. Relevant certification

3. Expertise in area of specialization

I have received and read my job description, and I fully understand and accept the duties and responsibilities of my position.

Teacher's Signature

Date

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