

COOSA COUNTY SCHOOLS  
JOB DESCRIPTION

JOB TITLE: TEACHER

REPORTS TO: Principal

QUALIFICATIONS:

1. Valid Alabama Teaching Certificate endorsed in the appropriate area
2. Such alternatives to the above as the Board may find appropriate and acceptable.
3. Meet Highly Qualified Teacher Standards defined by the State of Alabama
4. Background clearance through FBI and ABI processes.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of child development, especially of characteristics of students in the age group assigned
2. Clear understanding of the state course(s) of study
3. Knowledge of current educational research
4. Basic understanding and knowledge of current technology
5. Knowledge of learning styles and skill in using varied teaching methods to address student learning styles
6. Proficient and professional in oral and written communication with students, parents and others
7. Ability to plan and implement activities for maximum effectiveness
8. Ability to assess levels of student achievement effectively, analyze test results and prescribe actions for improvement
9. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn
10. Ability to implement and stay abreast of current and future classroom strategies
11. Strong interpersonal skills

JOB GOAL: To lead, guide, and direct students in the mastery of academic content as well as in the development of social skills that will contribute to their development as responsible citizens.

PERFORMANCE RESPONSIBILITIES:

1. Attend work punctually and promptly.
2. Attend all professional and community events at school (professional development, festivals, etc).
3. Assess student abilities and progress as related to desired educational goals, objectives, and student outcomes.
4. Create or select long-range plans based on a review of system and state curriculum priorities, student data, and instructional priorities.
5. Define goals and objectives for unit and daily plans.
6. Sequence content and activities appropriately.
7. Identify specific intended learning outcomes which are rigorous, meaningful and measurable.
8. Revise plans based on student needs.
9. Select, develop, modify and/or adapt materials and resources which support learning objectives and address students' varying learning styles, backgrounds and special needs.
10. Establish and maintain a positive and safe learning environment in which students are encouraged to be actively engaged in the learning process.
11. Maintain a clean, attractive and organized learning environment.
12. Maintain academic focus by using a variety of motivational techniques. Create a learning environment that is challenging but non-threatening.

13. Establish and maintain a positive environment conducive to learning through the use of consistent routines and procedures and effective behavior management techniques.
14. Establish and maintain efficient record keeping procedures.
15. Develop routines and efficient techniques for minimizing time required for administrative and organizational activities.
16. Manage materials and equipment effectively.
17. Organize materials for efficient transitions, distribution, and collection.
18. Instruct and supervise the work of volunteers and aides when assigned.
19. Assist in enforcement of school rules, administrative regulations and School Board policy.
20. Develop and use assessment strategies (summative and formative) to assist in the continuous development of learners.
21. Interpret and use data (including but not limited to standardized and other test results) for diagnosis, instructional planning and program evaluation.
22. Use ongoing assessment to monitor student progress, verify that learning is occurring and adjust curriculum and instruction as needed.
23. Communicate, in understandable terms, individual student progress knowledgeably and responsibly to the student, parents and professional colleagues who need access to the information.
24. Encourage self-assessment by students and assist them in developing plans for improving their performance.
25. Administer standardized tests in accordance with directions provided, including proctoring and secure handling of materials. Establish an appropriate testing environment and ensure test security.
26. Evaluate the effectiveness of instructional units and teaching strategies.
27. Demonstrate knowledge and understanding of curriculum content.
28. Communicate high learning expectations for all students.
29. Apply principles of learning and effective teaching in instructional delivery.
30. Monitor learning activities, providing feedback and reinforcement to students.
31. Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.
32. Use appropriate techniques and strategies to enhance the application of critical, creative and evaluative thinking capabilities of students.
33. Use appropriate material, technology and resources to help meet learning needs of all students.
34. Participate as a general education teacher in IEP, 504, and RtI meetings to meet the individual needs of students.
35. Develop and implement a Professional Development plan annually in accordance with state and system requirements which also results in continuous improvement of professional knowledge and skills.
36. Perform other reasonable related duties as needed.

#### EVALUATION:

Evaluation of job performance will be conducted in accordance with the current requirements of the State Department of Education.

\*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

*It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, nationality, origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment.*