CLARKSDALE MUNICIPAL SCHOOL DISTRICT

POSITION: Teacher

REPORTS TO: Principal or designee

SUPERVISES: N/A

LOCATION: Assigned School

TERMS OF EMPLOYMENT: 9 months/187 days

QUALIFICATIONS:

1. Bachelor's degree from an accredited educational institution

2. Valid Mississippi teacher certification in the appropriate area

3. Satisfactory criminal background check and drug screening

JOB GOAL: To provide an educational experience in which students move toward the fulfillment of their potential for intellectual, emotional, physical, and psychological growth and maturation.

KNOWLEDGE OF:

- Knowledge of child growth and development and especially of characteristics of students/children in the age group assigned. Knowledge of prescribed curriculum. Basic understanding and knowledge of current technology. Knowledge of learning styles and skill in using varied teaching methods. Knowledge of current trends, research and best practices relate to education. Knowledge of School Board policies and practices as they relate to teaching. Ability to handle problems, concerns and emotional distress with sensitivity and tact. Ability to communicate orally and in writing with students, parents, and others. Ability to plan, prioritize and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results, and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and

orderly environment in which to learn. Ability to work effectively with peers, administrators and others. Knowledge of Mississippi Educator Accomplished Practices and Teacher Competencies.

DUTIES & RESPONSIBILITIES:

Planning/Preparation

1. Create or select short! and long-range plans based on district and state curriculum requirements, student profiles and instructional priorities.

2. Identify specific intended learning outcomes that are challenging, meaningful, and measurable.

3. Plan and prepare a variety of learning activities considering individual student's culture, learning styles, special needs, and socio-economic background.

4. Develop or select instructional activities which foster active involvement in the learning process.

5. Identify, select and modify instructional materials to meet the needs of students with varying backgrounds, learning styles and special needs.

6. Participate in assessing changing curricular needs and plans for improvement.

Administrative/Management

7. Maintain a positive, organized and safe learning environment.

8. Use time effectively.

9. Manage materials and equipment effectively.

10. Use effective student behavior management techniques.

11. Enforce school rules, administrative regulations and Board policies.

12. Establish and maintain effective and efficient record keeping procedures, including but not limited to, required individual student plans and reports.

13. Use technology for administrative tasks.

14. Coordinate and monitor the work of volunteers and assistants when assigned.

Assessment/Evaluation

15. Develop and use assessment strategies, traditional and alternative, to assist the continuous development of students.

16. Interpret data including but not limited to standardized and other test results for diagnosis, instructional planning and program evaluation.

17. Establish an appropriate testing environment and test security.

18. Communicate, effectively and professionally, individual student progress to the student, parents, and professional colleagues who need access to the information.

19. Evaluate the effectiveness of instructional units and teaching strategies.

20. Use test data to determine needs for specific instruction.

Intervention/Direct Services

21. Demonstrate knowledge and understanding of subject matter.

22. Communicate high learning expectations for all students.

23. Apply principles of learning and effective teaching in instructional delivery.

24. Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs and which enhance the application of critical, creative and evaluative thinking capabilities.

25. Use appropriate material, technology, and other resources to help meet the learning needs of all students.

26. Provide appropriate instructional accommodation and/or modification for students with special needs, including exceptional education students and students who have limited English proficiency.

27. Recognize overt indicators of student distress or abuse and take appropriate action based on school procedures and law.

28. Provide instruction on safety procedures and proper handling of materials and equipment.

29. Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.

30. Assist students with health and hygiene needs as required.

Technology

31. Use appropriate technology in instructional delivery.

32. Use technology as a means of establishing an atmosphere of active learning.

33. Provide students with opportunities to use technology to gather and share information with others.

34. Facilitate student access to the use of electronic resources.

35. Monitor student access and use of technology in accordance with Board policy.

36. Explore and evaluate new technologies and their educational impact.

37. Use technology to review assessment and other pertinent data.

Collaboration

38. Communicate effectively, both orally and in writing, with other professionals, students, parents and community.

39. Provide accurate and timely information to parents and students about academic and behavioral performance of students.

40. Collaborate with other professionals and parents after recognizing student distress or abuse.

41. Collaborate with peers and other professionals to enhance student learning.

Staff Development

42. Engage in a continuing improvement of professional skills and knowledge.

43. Establish and implement an individual Professional Development Plan annually in accordance with state and district requirements.

44. Participate in school data collection of teacher input on the principal's performance assessment program.

Professional Responsibilities

45. Act in a professional and ethical manner and adhere at all times to the Code of Ethics.

46. Demonstrate attention to punctuality and regular attendance.

47. Prepare all required reports in an accurate and timely manner and maintain all appropriate records.

48. Maintain confidentiality of student and other professional information.

49. Comply with policies, procedures and programs.

50. Exercise appropriate professional judgment.

51. Support school improvement initiatives.

Student Growth and Achievement

52. Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.

53. Establish and maintain a positive collaborative relationship with the students' families to increase student achievement. Perform other tasks consistent with the goals and objectives of this position.

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Staff Signature: _____ Date: _____

Administrator/Supervisor Signature: _____ Date: _____