Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Teacher (Department Head)**

Qualifications:

Credentials: State Certificate to teach in specific position

Education: Bachelor's degree

Training/Experience Required: Two to three years of teaching experience. Must be assigned full-time to department he/she leads.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive instructions and respond to inquiries. Includes filling out forms, instructions, and writing/printing legibly. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English.

Job Goal (Purpose of Position): An incumbent in this position will utilize discretion, ingenuity, and independent judgment due to the variety of challenges of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution. Serves as a model and instructional leader in developing lesson plans and instructional materials that meet the district curriculum goals as well as the needs of each student. Interprets and uses data to illustrate student achievement needs. Leads teamwork that contributes to district and departmental productivity. Maintains teaching materials (e.g. textbooks, A.V. equipment and periodicals) in sufficient quantity and condition to optimize teacher instructional time. Communicates to department members an appropriate or at principal/district request concerning new trends and developments in the curriculum and specific discipline. Must be able to serve as a model and leader in providing children/students with the proper teaching techniques/environment for learning. Works within the department to establish lesson plans, grades and accomplish curriculum objectives to enhance each student's self esteem and increase personal growth. In addition, meets with parents and other staff to enhance learner outcomes. Participates in district curriculum departmental meetings, chairmanship of regular team or departmental meetings at the site and takes an active and positive leadership role in school improvement activities pertaining to the district and within the department at the site.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. Job requires interpreting and translating facts and information, explaining situations and issues to persons and advising them on alternative courses of action. May be required to maintain confidentiality of sensitive information.

Other Performance Measures: Demonstrates knowledge of subject matter, demonstrates positive leadership and team building, cares for and effectively assists teachers with professional concerns; works with teachers to monitor student progress throughout the department (grading, feedback); provides environment to encourage and motivate teachers to be creative and flexible; monitors curriculum implementation; uses data to define, recommend, and monitor site improvement objectives.

Contributes to effectiveness/quality of district programs, including extracurricular programs; keeps accurate records, reports, etc. pursuant to district policy; actively supports and looks for ways to improve the quality of public relations and communication with parents; cooperates with other district personnel to improve the quality of education and communication with parents; when serving on committees, maintains an attitude of constructive/supportive behavioral feedback and input to improve the quality of service; continues to be involved in personal growth and development. Participates in and contributes to district curriculum department meetings.

Essential Job Functions (Performance Responsibilities):

1. Works within the department to develop short- and long-term site improvement goals.

2. Monitors and reports on staff/student progress towards meeting district improvement goals.

3. Models and encourages effective and innovative practices to create improvement within the department.

4. Participates in curriculum development, curriculum alignment, implementation of the curriculum, and selection of textbooks.

5. Accounts for textbooks as required under Board Policy.

6. Holds regular department meetings to discuss and monitor students' progress toward site improvements goals and assessment standards.

7. Contributes to the school/department/district improvement agenda.

8. Aids in the development of the master schedule and recommends teacher assignments when appropriate.

9. Uses data and problem solving to interpret assessment information for department members.

10. Provides positive leadership in the communication and modeling of effective instructional strategies.

11. Responds to administrative requests for information relative to the department.

12. Uses team and consensus-building activities to develop a cohesive work group.

13. Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.

14. Selects and oversees the requisition of books and instructional aids; maintains required inventory records.

15. Participates in curriculum development programs as required.

16. Works within the department to promote parent involvement to support students' success.

17. Promotes the integration of technology in communication among students, parents, and teachers.

18. Performs other duties as assigned by the principal.

Supervision exercised: None

Site: Various

Reports To: Principal

Physical/Mental Requirements and Working Conditions:
Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the telephone. Must be able to get around the various sites. Must be able to perform playground, lunch, bus and related duties. Those assigned to special activities like coaching/physical education must be able to demonstrate the proper techniques of athletic/physical educational activities. Those involved in science classes have to handle/lift buckets of specimens, perform lab experiments with potentially hazardous/noxious chemicals and compounds and be safety conscious at all times; those involved in industrial arts/technology classes also must be exposed to saws, electricity, motors, grinders, and other potentially hazardous equipment. Those involved with special education students must know how to handle disabled, and hard to manage students and attend to hygiene needs.

Terms of Employment: In compliance with Negotiated Contract and/or State Law

Salary: To be established by the Board

Evaluation: Performance of this job will be evaluated in accordance with Board policy

Approved 3/8/1993
Revised 4/8/2002