

St. Tammany Parish School Board Department of Human Resources JOB DESCRIPTION	Division: Instruction Department Title: Classroom Teacher: Regular Education/SWE (FLSA EXEMPT)		
Domains and Components will be used for teacher evaluation in conjunction with measures of student growth. Measures of student growth will be aligned with the St. Tammany Parish Public School System’s accountability measures as outlined in the Louisiana Accountability System. OVERVIEW OF THE POSITION: To plan and implement a program which creates an environment where students can learn and develop optimally. Domain 1: Planning and Preparation- 1C-Setting Instructional Outcomes - The teacher values, sequences and aligns curriculum enabling students to build their understanding of important ideas from concept to concept. - The teacher designs and structures lessons so that learner outcomes are at an appropriate cognitive level. - The teacher writes and plans multi-disciplinary outcomes for student learning, not student activity. - The teacher differentiates outcomes and instruction for students of varied abilities. - The teacher creates and/or uses a variety of assessment tools that are curriculum-aligned and challenging. Domain 2: The Classroom Environment- 2C-Managing Classroom Procedures - The teacher helps students to develop skills to work purposefully and cooperatively in groups. - The teacher facilitates lessons that engage students in different types of activities-large groups, small groups and independent work. - The teacher ensures smooth functioning of all routines and maximizes instructional time. Domain 3: Instruction-3B-Questioning and Discussion Techniques - The teacher develops and presents questions that cause students to think and reflect; resulting in a deeper understanding of the topic. - The teacher promotes learning through discussion. - The teacher uses a range of techniques to ensure that all students contribute to the discussion and enlists the assistance of students to ensure this outcome. Domain 3: Instruction-3C-Engaging Students in Learning - The teacher facilitates activities and assignments that promote learning and are aligned with the goals of the lesson. - The teacher groups students for instruction in a variety of ways using factors such as similar backgrounds, ability levels, as well as random groupings. - The teacher selects instructional materials suited to engaging students in understanding and learning at a deeper level. - The teacher delivers lessons that are appropriately structured and paced. Domain 3: Instruction-3D-Using Assessment in Instruction - The teacher aligns assessment to the curriculum. - The teacher informs students of the criteria for assessment. - The teacher monitors student learning using a variety of techniques. - The teacher provides valuable feedback in a timely, constructive and substantive manner. - The teacher promotes student self-assessment and student self-monitoring of their progress. Professionalism Competency – The teacher contributes to achieving the school’s mission, engages in self-reflection and growth opportunities, and creates and sustains partnerships with families, colleagues and communities. - The teacher engages in self-reflection and growth opportunities to support high levels of learning for all students. - The teacher collaborates and communicates effectively with families, colleagues, and the community to promote students’ academic achievement and to accomplish the school’s mission. Instructional Competency – The employee shall perform the following duties, along with the completion of corresponding documents, forms, and report: - Fulfill duties traditionally expected of those in teaching profession - Lesson Plans - Instruction - Grade Papers - Perform various administrative duties such as taking attendance, organizing the classroom, and responding to emails and phone calls from parents, school administrators, and staff in a timely manner. - Maintain a physical classroom environment that is organized to promote learning for all students, with supplies, equipment, and resources accessible to provide opportunities for students. - Enter/Average Grades - Maintain positive and timely interaction with parents relative to the performance or conduct of students assigned to the teacher - Educational or coaching best practices and techniques Non-Instructional Competency - Collaborates with peers to enhance the instructional environment for students by participating in activities which may include, but are not limited to, team teaching, team planning, professional learning community meetings, grade-level meetings, staff development, instructional leadership team meetings, content leader meetings, mentor teacher meetings, curriculum alignment and development activities, pre and post observation conferences and various committees. - Serves on special committees and attends meetings (e.g. IEP, 504, SBLC, Pupil Progression/IAIP, TAT, Crisis, Dyslexia, Safe Schools) as required by School Principal or district administration and performs related work as required. - Keeps abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by supervisor/evaluator. - Completes and submits all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures. - Attends after-school events as scheduled, including but not limited to in-person faculty meetings, open house events, parent conferences, new teacher induction, awards ceremonies, parent/family night events, college/career expo events, graduation, and assigned athletic events duty. - Supervises students when students are on or off campus at a school related/sponsored event - Supervises students prior to school and/or drop-off, when assigned - Supervises students between classes, during recess/intermission, during lunch, assemblies - Supervises students after school and/or pick-up, when assigned - Provides leadership, supervision, and support for students’ extracurricular activities of which the employee is a sponsor. - Assists administrators and other staff members in the orderly, expedient and safe transition of students from one location to another. Any and all duties as assigned by the School Principal Minimum Qualifications: United States citizen or authorized alien; those requirements as outlined in Louisiana Bulletin 746. (Louisiana Standards of State Certification of School Personnel) Physical and mental stamina and ability to perform job functions, tasks and duties. Terms of Employment: Nine (9) months Reports to: School Principal and/or Assistant Principal Supervises: Assigned students Approved by: _____ DATE: _____ Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position. Reviewed and Agreed to by: _____ DATE: _____ Employee _____ Employee’s Name (Please Print) _____ Employee Identification Number			
Original – Human Resources Department	Copy – Supervisor	Copy – Employee	Revised July 2024