**NESHOBA COUNTY SCHOOL DISTRICT**

**JOB DESCRIPTION**

**POSITION TITLE:** Certified Teacher

**TITLE OF SUPERVISOR:** Principal

**GENERAL RESPONSIBILITIES**: Teaches students academic, social, and manipulative skills in an effort to lead them toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.

**SALARY**: Salary is reflective of the Neshoba County School District salary schedule.

**QUALIFICATIONS:**

Class A license or above in the assigned teaching position

**DESCRIPTION OF DUTIES:**

1. Plans instruction according to the district's instructional management plan.

2. Meets and instructs assigned classes in the locations and times designated.

3. Develops and maintains a classroom environment conducive to effective learning environment

by organizing time, space, materials, and equipment for instruction.

4. Completes on-line lesson plan weekly for principal's observation and comments. Weekly plans

are due by noon on the Friday of the preceding week.

5. Use subject area curriculum guide in teaching and in assessing desired learner outcomes.

6. Review/revises pacing guide(s) annually for needed improvement reflective of changes in

content, trends, and student achievement.

7. Prepares instructional bulletin boards, various instructional learning centers, and establishes a

classroom that is conducive for learning.

8. Prepares for students and classes assigned, incorporating the instructional management program and shows written evidence of preparation (lesson plans) upon request of immediate supervisor.

9. Demonstrates an understanding of subject matter being taught while employing a variety of

instructional techniques, methods, and media related to the objective and consistent with the

needs and capabilities of the individual and groups involved.

10. Encourages students to achieve above the minimum requirements for promotion as outlined in the Grading, Promotion, and Retention Policy.

11. Maintains accurate and complete records as required by law, district policy and administrative regulations.

12. Strives to implement, by instruction and action, the district's mission.

13. Obtains and uses information about the needs and progress of individual learners and about the effectiveness of instruction, revising it when necessary.

14. Helps students to develop positive self-concepts and encourages them to set and maintain high standards of classroom, bus, cafeteria and playground behavior.

15. Works to maintain open lines of communication with students and parents on pupil's academic and behavioral problems and suggests remedial action(s) to be taken.

16. Accepts a share of responsibility for co-curricular activities as assigned.

17. Assists in the selection of books, equipment, and other instructional materials.

18. Attends and participates in faculty meetings, PTO/PTA meetings, and professional development sessions.

19. Establishes and maintains cooperative relations with parents, fellow co-workers, and

administrators.

20. Provides for own professional growth through participation in workshops, seminars,

conferences, professional learning communities, and/or advanced course work at institutions of higher learning.

21. Displays pride and loyalty to self, school, and district.

22. Participates in department/grade level committee meetings to discuss instruction, classroom management issues, etc…

23. Takes all necessary and reasonable precautions to protect equipment, materials and facilities.

24. Adheres to the policies of the Neshoba County School District

25. Performs analysis of data from progress monitoring and state and classroom assessments in order to modify instruction and account for student deficiencies.

26. Collaborates and conducts with assistance of TST Team and Special Education personnel instructional interventions and accommodations as required.

27. Performs hall duty, lunchroom, game duty, and bus duties as assigned.

28. Performs other duties as assigned by supervisor.