

# Job Description - Chebeague Island School Department

**JOB TITLE:** Teacher

**REPORTS TO:** Building Principal

**SUPERVISES:** Educational Technicians and/or Volunteers as may be assigned.

**JOB GOAL/PRIMARY PURPOSE:** Ensures that all students develop the knowledge, skills, behaviors, and attitudes to become successful individuals and citizens. Utilizes knowledge and skills to prepare effectively for instruction and other student services, delivers appropriate instruction and service to students, evaluates student progress, manages student behaviors with effective classroom strategies, and applies themselves to their own professional growth.

## **MINIMUM QUALIFICATIONS:**

### **INCLUDING EDUCATION, CERTIFICATION, SKILLS, KNOWLEDGE, ABILITIES, AND EXPERIENCE:**

- ✓ Maine Department of Education certification as Teacher and other credentials required to be “Highly Qualified” according to State and Federal standards.
- ✓ Holds degree(s) required in area to be taught.
- ✓ Current State of Maine Criminal History Records Check approval.

## **ESSENTIAL FUNCTIONS:**

Responsibilities may include but are not limited to the following:

1. **Classroom Instruction:**
  - Establishes appropriate instructional goals and related objectives consistent with the system wide curriculum and the Maine Learning Results.
  - Prepares instructional plans and materials incorporating principles of effective instruction.
  - Creates, selects or modifies instructional plans and materials to accommodate learner differences.
  - Provides a clear description of the learning task and its contents.
  - Monitors student understanding and re-teaches as necessary.
  - Communicates oral and written information effectively.
  - Fosters a classroom culture of caring and respect.
  - Establishes and maintains appropriate learner behavior.
  - Establishes and maintains a classroom climate conducive to learning.
2. **Student Evaluation:**
  - Maintains an evaluation program of student work and participation that regularly monitors their progress in an accurate and up-to-date manner.
  - Maintains official grade reports as prescribed by School Committee policy.
  - Includes a variety of techniques for monitoring student progress in his/her evaluation program. This will be evidenced by a combination of some or all of the following: written tests, writing assignments, classroom performance, individual projects, oral reports, daily observations - anecdotal records, individual conferences, common assessments, diagnostic testing, standardized testing, portfolios, etc.

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- Challenges students' high level thinking skills as part of the evaluation program.
- Assesses whether students have met the articulated learning targets grounded in the district curriculum and Maine Learning Results with an assessment program that is consistent with the district's comprehensive local assessment system and meets the requirements of validity and reliability to the extent required by Maine law.
- Analyzes assessment results to refine curriculum and teaching techniques.
- Communicates student progress based on assessment results to parents and students on a regular basis.

### 3. Professionalism:

- Makes effective use of available resources.
- Improves his/her own professional skills and knowledge.
- Establishes and maintains a professional leadership role in improving education.
- Reflects on his/her own practice for the purpose of improving student learning.
- Maintains a satisfactory record of his/her own attendance in his/her profession.
- Completes assigned tasks on schedule.
- Provides clear, detailed plans for substitutes, aides and other professional or paraprofessional staff.
- Arrives in time for class, meetings, and other scheduled activities.
- Works and communicates effectively with all staff members.
- Adheres to student individual education plans.
- Attends staff meetings and serves on staff committees as required.

### 4. Other:

- Performs other such duties as may be assigned by Building Principal

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the School Committee

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the School Committee's policy Supervision and Evaluation of Professional Staff.

*Note: This job description reflects the general requirements necessary to describe this job's functions and responsibilities and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job.*

Approved January 5, 2016