

Voluntown Board of Education
Job Description: Classroom Teacher
Code: 1000-111 or 1200-111
Approved by Board: August 6, 2009

Title: Classroom Teacher

Immediate Supervisor: Building Administrator

Job Goal: A teacher's role is to perform in such a way that he/she facilitates, stimulates, and guides the learning of students, other teachers, and community members. The unique teaching style and scope of each individual teacher, as related to the following job description, should be recognized by the evaluator.

Qualifications: Have appropriate degree(s) for the position and meet all requirements for State Department of Education certification.

Responsibilities:

1. **Professional Competencies**

A. Knowledge of Subject Matter:

- Demonstrates thorough and deep understanding of subject matter.
- Keeps abreast of developments in techniques, philosophy, and content in the professional literature relating to teaching practice and subject areas.
- Takes advantage of courses, in-service training, and conferences in his/her area of specialization and competency.

B. Planning:

- Identifies long and short-term course goals and/or objectives.
- Evaluates his/her objectives.
- Prepares, maintains, carries out, and modifies written plans as appropriate.
- Plans for performance evaluation and assessment of student mastery of instructional objectives.
- Plans for teaching desirable work habits and study skills.

C. Application of Teaching Practices:

- Plans a variety of appropriate individual and group activities in order to accommodate various learning styles.
- Selects appropriate learning opportunities from available sources: supplements, media, and Board approved textbooks
- Chooses activities and methods which best meet predetermined objectives.
- Is aware of and uses community resources when available and applicable.
- Provides for full pupil participation in the learning experience.
- Creates opportunities for analytical and critical thinking and teaches effective work habits and study skills.

D. Provisions for Individual Differences:

- Modifies plans as necessary.
- Provides opportunities for individual achievement as appropriate.
- Encourages students to work to the best of their abilities and to take pride in their achievements.
- Uses and interprets student evaluative data for diagnostic purposes and/or placement.
- Provides for student self-evaluation.

E. Effective Communication with Students:

- Explains fully to students what is expected from them in the learning situation.
- Creates an atmosphere in which students perceive that the teacher cares about what and how they learn as evidenced by an overall positive classroom feeling tone.
- Is available for individual consultation at a mutually agreed upon time.

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- Keeps in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
 - Creates an atmosphere conducive to the development of confidence and respect for teachers and students.
 - Establishes criteria for and informs students of the basis of assessment.
 - Periodically assesses student accomplishment of objectives.
 - Makes use of student responses, verbal, non-verbal, written, as valid data for the evaluation of his/her teaching effectiveness (for personal use only).
- F. Classroom Utilization:
- Makes safe and appropriate use of visual aids, bulletin boards, interest centers, furnishings, and physical grouping patterns.
- G. Resource Management:
- Is able to organize, store, and retrieve instructional materials (books, software, visuals, teacher records, etc.) In such a manner that maximum use of instructional time is achieved.
- H. Classroom Environment:
- Maintains proper group control and discipline.
 - Uses classroom instructional time effectively.
 - Creates an atmosphere where students feel free to express their views, while encouraging respect for the rights, opinions, property, and contributions of others.
- I. Individual Control:
- Promotes self-awareness, self-respect, appropriate behavior, and responsibility.
 - Demonstrates an understanding and acceptance of student's developmental levels; promotes growth from dependence toward independence.
- J. Non-Instructional Responsibilities:
- Demonstrates responsibility for the supervision of students in areas other than the classroom.
2. Professional Attitudes
- A. Contribution to the Overall Education of Students:
- Provides a stimulating environment in which students learn and interact.
 - Provides an environment in which the student feels emotionally and physically secure within the confines of those variables under teacher control.
- B. Contribution to Overall Educational System:
- Cooperates with co-workers by sharing ideas and methods of instruction.
 - Follows assigned schedules and supervises assigned students per schedule
 - Contributes to committees and faculty meetings.
- C. Staff Relationships:
- Exhibits professional and ethical behavior toward fellow teachers and co-workers.
 - Seeks assistance, advice and guidance as necessary from colleagues and/or specialists; provides same as appropriate.
- D. Administrative Relationship:
- Takes positive steps toward establishing a sound professional relationship.
- E. Willingness to Accept Constructive Criticism:
- Accepts and makes use of constructive criticism.
- F. Administrative Policies:
- Evaluates and clarifies school policies and offers constructive criticism.
 - Follows and adheres to school policies.
- G. Community Relations:
- Confers, as necessary and desirable, with parents to foster a constructive parent/teacher relationship.

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- Involves, when appropriate, parents in class-related activities.
- Keeps parents properly informed concerning pupil progress.
- Promotes educationally sound public relations.

3. Personal Characteristics

A. Self-Confidence and Poise:

- Demonstrates self-control.
- Demonstrates positive self-confidence and poise.
- Identifies any factors that may have interfered with teaching effectiveness.

B. Reliability:

- Is dependable and punctual in matters pertaining to the school and in meeting responsibilities.
- Maintains appropriate student records and submits required reports within designated time limits.
- Maintains an up-to-date record of basic information for the use of substitutes as required.

C. Human Understanding:

- Is sensitive to, and adjusts as necessary to differences among children and considers the overall well-being of the individual child.

D. Judgment:

- Is consistent in his/her expectations of, and responses to, students' behavior.
- Questions the system constructively.

E. Speech Utilization:

- Is expressive and well-modulated, speaks distinctly and pronounces accurately.

F. Personal Appearance:

- Is well-groomed and appropriately attired for teaching assignment.

The teacher may perform related duties as may be assigned by the building administrator or superintendent.

Evaluation: Conducted periodically as per agreement between the Voluntown Education Association and the Board of Education.