

**TITLE:** Regular Classroom Teacher

**QUALIFICATIONS:** 1. Bachelor's degree from an accredited institution  
2. A valid Tennessee teaching certificate with endorsement in appropriate areas.

**REPORTS TO:** Principal

**JOB GOAL:** To help students learn subject matter and skills that will contribute to their development as mature, able and responsible men and women.

**PERFORMANCE RESPONSIBILITIES:**

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Prepares for classes assigned, and shows written evidence of preparation upon request of immediate supervisor.
5. Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
6. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
7. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
8. Follows the curriculum guides and meets the minimum guidelines for each subject area.
9. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
10. Attempts to identify learning disabilities of students on a regular basis and seeks the assistance of the system specialists as required.
11. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Maintains accurate, complete, and correct records as required by law, system policy, and administrative regulation.

- 13. Assists the administration in implementing all policies and/or rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedures, and maintains order and discipline in the classroom in a fair and just manner.
- 14. Makes provisions for being available to students and parents for education related purposes outside the instructional day when required or requested to do so under reasonable terms.
- 15. Conducts conferences with pupils, parents, and other professional staff as needed.
- 16. Plans and supervises purposeful assignments for teacher aide(s) and/or volunteer(s) and, cooperatively with department heads, evaluates their job performance.
- 17. Strives to maintain and improve professional competence and proper certification.
- 18. Attends staff meetings and serves on staff committees as required.
- 19. Complies with applicable board policies, superintendent's and principal's directives, and federal and state laws.

**TERMS OF EMPLOYMENT:** Ten, eleven, or twelve-month year. Salary and work year to be established by the Board and Career Ladder status.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed and agree to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Employee)