

**Eufaula School District
Position Description**

POSITION TITLE: Certified Teacher

Reports to: Principal, Assistant Principal

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Instructs students for the purpose of improving their success in academics.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Monitors students in a variety of educational environments (classroom, school grounds, hallways, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress towards objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.
- Participates in a variety of meetings and professional development activities for the purpose of conveying and/or gathering information required to perform functions.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Prepares a variety of written materials (grades, lesson plans, correspondence with parents and students, examinations and quizzes, attendance, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Demonstrate effective use and proper care of materials and supplies.
- Reports incidents (fights, suspected child abuse, suspected substance abuse, harassment, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and district policies.
- Counsels students for the purpose of improving performance, health status, problem solving techniques and a variety of personal issues.
- Implement and carry out all applicable applicable policies, rules and regulations, and decisions of the Board of Education and the administration.
- Develop a cooperative, energetic, flexible and creative working relationship with students, colleagues and administration.

SUPERVISORY RESPONSIBILITIES: Supervises students

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and/or ability requires.

OTHER SKILLS AND ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to develop effective working relationships with students, staff and parents. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.