

**RSU #63 Teacher
Job Description**

REPORTS TO

Principal

QUALIFICATIONS

Bachelor's Degree from an accredited institution in the area of instructional responsibility, Master's Degree preferred
Maine Department of Education Teaching Certification in the area of instructional responsibility
Maine Criminal History Records Check

JOB GOAL

To plan, organize, and implement an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfill their academic potential.

Performance Responsibilities

1. Plan, prepare, and deliver lesson plans and instructional materials that facilitate active learning.
2. Develop lesson plans and assessments that are in accordance with established procedures and student needs.
3. Instruct and monitor students in the use of learning materials and equipment.
4. Establish and communicate clear objectives for all learning activities.
5. Use relevant technology to support and differentiate instruction.
6. Manage student behavior in the classroom by establishing and enforcing rules and procedures.
7. Maintain discipline in accordance with the rules and disciplinary systems of the school.
8. Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
9. Maintain accurate and complete records of students' progress and development.
10. Update all necessary records accurately and completely as required by laws, district policies, and school regulations.
11. Ensure confidentiality of all students' records, grades, performance, and all other related matters.
12. Participate in department, school, district, special education, and parent meetings.
13. Communicate necessary information regularly to students, colleagues, and parents regarding student progress and student needs.
14. Demonstrate preparation and skill in working with students from diverse cultural, economic, and ability backgrounds.
15. Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
16. Know and follow the Board of Directors policies. Policies can be found on the District webpage.
17. Actively participate in and work with other school personnel in planning effective instructional goals, objectives, methods and curriculum.
18. Participate in professional growth and development activities including staff meetings, in-service and staff development activities as required or assigned.
19. Ensure the classroom and instructional environment is attractive, healthy, safe, and generally conducive to learning.
20. Encourage proper care of all books, technology, and other school property. Rooms and closets are to be kept in an orderly condition.
21. Other duties as assigned.

Reviewed and Agreed to by: _____

Printed Name of Teacher

Signature of Teacher

Date: _____

Teacher

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