

<b>Job Title:</b> Teacher	<b>Exemption Status:</b> Exempt/Professional
<b>Reports to:</b> Principal	<b>Salary Schedule:</b> Teacher
<b>Dept./School:</b> Assigned Campus	<b>Date Approved:</b> November 7, 2022

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**Minimum Training and Qualifications:**

- Bachelor's degree
- Valid Tennessee teaching license
- Applicable endorsement for subject area
- Must be highly qualified
- Governed by the Rules and Regulations of Tennessee Code Annotated
- Must be physically and mentally able to perform the responsibilities and duties of the position

**Performance Responsibilities:**

1. Creates an educational environment that is conducive to learning and appropriate to the maturity and needs of the students; prepares instructional materials for classes assigned and provides written evidence of preparation to supervisor/administrator upon request.
2. Establishes a standard of classroom behavior; maintains classroom management in and outside of the school.
3. Assesses the accomplishments of students on an established timetable, and provides written and oral progress reports to parents/guardians, administrators and selected staff; administers tests and assessments.
4. Plans curriculum and prepares lessons and other instructional materials to meet individual needs of students within state and school requirements based on the educational, physical, and emotional levels of student development.
5. Confers with parents, administrators, specialists, mental health staff, and appropriate resource staff to develop educational programs for students.
6. Creates learning materials geared to students' abilities and interests.
7. Instructs students by using educational strategies and techniques to improve sensory, motor, and perceptual-motor development, perception, memory language, communication skills, cognition, social, and emotional development.
8. Motivates students and provides consistent reinforcement of learning skills, and provides continuous assessment and feedback to students for all learning activities.

9. Maintains accurate, complete and correct records as required by law, and district and administrative regulations.
10. Assists administration in implementing all policies, and rules governing student activities and conduct.
11. Sponsors student activities/clubs/teams/organization and tutors students as requested.
12. Performs other related duties as assigned or directed.

**Clearances and Testing:** *(at expense of applicant)*

Criminal Justice Fingerprint/Background Clearance  
Pre-employment physical exam & TB Test

The **Teacher** maintains a thirty seven and a half (**37.5**)-hour work week and any additional hours as required to meet the duties and responsibilities of this position. This is a ten (**10**) month position and salary will be determined based on qualifications and experience. On-site attendance at the assigned location or locations is an essential function of this job.

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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