

**MARSHALL COUNTY SCHOOL SYSTEM  
JOB DESCRIPTION**

<b>Job Title:</b>	Teacher – High School	<b>Review Date:</b>	7/1/2019
<b>Reports To:</b>	Principal	<b>Reviewed By:</b>	Secondary Education Supervisor
<b>Supervises:</b>		<b>Work Calendar:</b>	10 mos/200 Days
<b>Minimum Qualifications:</b>	TN Professional Educator’s License.		
<b>Purpose of Job:</b>	To provide instruction in a positive and productive manner, both in a group and individual setting, that leads to an increase in achievement, mastery of state curriculum standards, and student’s success.		
<b>Essential Job Functions</b>			
<p>The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.</p> <ul style="list-style-type: none"> <li>• Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students, and will foster future growth and opportunities for students.</li> <li>• Establishes clear expectations for all lessons, class work, and projects. The expectations are clearly explained and communicated to students throughout the lesson.</li> <li>• Collaborates with instructional staff, school personnel, parents, and a variety of community resources to improve the overall quality of student outcomes, achieving established classroom objects in support of the school improvement plan.</li> <li>• Differentiates instruction to meet the needs of diverse students for to provide an effective program that meets district guidelines.</li> <li>• Monitors students in a variety of educational settings (e.g. classroom, school grounds, field trips, etc.) to provide a safe and positive learning environment.</li> <li>• Recognizes potential learning disabilities and seeks assistance from qualified district personnel.</li> <li>• Participates in a variety of meetings, PLCs, and professional development activities in order to convey and/or gather information required to perform functions.</li> <li>• Maintains accurate, complete and correct records, paper and/or electronic, as required by district policy, state and federal law.</li> <li>• Proactively communicates with parents/guardians of students to keep them informed as to the student’s academic progress.</li> <li>• Emphasizes to students the knowledge, skills, and dispositions needed to be successful in postsecondary education and/or training and career skills that lead to gainful employment.</li> <li>• Prepares a variety of written materials (e.g., grades, lesson plans following scope and sequence, correspondence with parents and students, exams and quizzes, attendance, anecdotal records, etc.) to document student progress and meet mandated requirements.</li> <li>• Reports incidents (e.g. altercations, suspected child abuse, suspected substance abuse, harassment, zero tolerance offences, etc.) to maintain personal safety of students and staff, and in accordance to district policy, state and federal laws.</li> <li>• Follows all procedures and guidelines as set forth by the Tennessee Department of Education and the district in regards to standardized testing and any other testing.</li> <li>• Complies with all policies established by district policy, state and federal law.</li> <li>• Abides by the Tennessee Teacher Code of Ethics.</li> </ul>			
<b>Demonstrated Knowledge, Skills &amp; Abilities:</b>	<ul style="list-style-type: none"> <li>• Strong written, verbal, presentation, and interpersonal skills, in order to provide instruction to a diverse set of students.</li> <li>• High degree of confidentiality regarding students.</li> <li>• Ability to interact and communicate well with stakeholders, while projecting a positive image of the district at all times.</li> </ul>		

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Section 2 – Instruction

<b>Work Conditions:</b>	The usual and customary methods of performing the job’s functions require the following physical demands: stationary and standing position for extended periods; move about building; operate a computer and other office machinery; regularly communicate and exchange information; assess and interpret written material; move and lift up to 10 lbs.		
<b>Required Testing/Certificates/Licenses:</b>	TN Professional Educator’s License	<b>Clearances:</b>	Criminal Justice Fingerprint/Back-ground Check
<b>Classification:</b>	Certified	<b>FLSA Status:</b>	Non-Exempt
<b>Disclaimer:</b>	Nothing in this job description restricts the Director of Schools’ right to assign or reassign duties and responsibilities to this job at any time.		