



## Job Descriptions - Human Resources Department

Position:	Teacher		
Department/Campus:	Campus	Reports to:	Principal
FLSA Status:	Exempt	Pay Grade:	Teacher
Job Type:	Full Time	Work Hours / Days:	Normal School hours / 189 days

### JOB GOAL

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

#### POSITION QUALIFICATIONS:

- Bachelor's Degree from an accredited college or university

#### DUTIES AND RESPONSIBILITIES:

- Understands and supports the mission, vision and values of Harmony Public Schools.
- Models and instills a love of learning
- Designs and implements appropriate instruction of content area(s) assigned in with the school standards, curriculum, and student needs
- Plans, prepares, and delivers lesson plans and instructional materials that maximize student engagement and learning.
- Utilizes a variety of teaching practices and methodologies that reflect diverse educational, cultural, and linguistic backgrounds in order to meet the individual needs of students.
- Instructs and monitors students in the use of learning materials and equipment.
- Uses relevant technology to support and differentiate instruction.
- Conducts tutoring sessions to meet all students' needs.
- Manages student behavior in the classroom by establishing and enforcing rules and procedures
- Maintains discipline in accordance with the rules and disciplinary systems of the school
- Implements a clear and consistent behavior management system while developing students' character and sense of community in the classroom.
- Encourages and monitors the progress of individual students and uses information to adjust teaching strategies
- Attends department, school, district and parent meetings.
- Participates in district and campus staff development and serves on staff committees.
- Maintains a professional relationship with colleagues.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
- Prepares required reports on students and activities
- Establishes and communicates clear objectives for all learning activities
- Assigns and grades classwork, homework, tests, and assignments.
- Takes daily attendance
- Communicates necessary information regularly to students, colleagues and parents regarding student progress and student needs
- Establishes and maintains open lines of communication with students, parents, and community members.
- Takes necessary and reasonable precautions to protect the students, equipment, materials, and facilities.
- Performs other duties as assigned.

#### SKILLS AND ABILITIES:

- Knowledge of curriculum and instruction
- Ability to communicate effectively in both written and oral forms with all levels of management, both internal and external to the district.
- Ability to establish and maintain effective working relationships both internal and external to the district.
- Ability to use effective organizational, interpersonal, and communication skills
- Ability to use computer including software, database used by the district, spreadsheet and word processing software, calculator, copy machine and telephone.
- Ability to analyze data.

#### WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

- Light Work: may require the occasional light lifting.
- Nights and weekend activities will be occasionally required.
- Position is in classroom setting and intermittent speaking, standing, walking and writing.
- Moderate travel is required.