



## GRANT COUNTY SCHOOLS

204 Jefferson Avenue  
Petersburg, WV 26847  
304-257-1011/FAX 304-257-2453

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### JOB DESCRIPTION

#### JOB TITLE: Teacher

##### Qualifications:

- WV Professional Teaching Certificate
- Endorsement(s) as posted
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

##### Reports to: Principal

##### Duties/Responsibilities:

- Adheres to the Grant County Schools Employee Handbook and the Employee Code of Conduct
- Ensures appropriate supervision of students
- Implements programs of study
- Fosters a classroom climate conducive to learning
- Utilizes instructional management systems models that increase student learning
- Monitors student progress towards mastery of instructional goals and objectives
- Communicates effectively within the educational community, and with parents on a regular basis
- Meets professional responsibilities
- Demonstrates competency in the knowledge and implementation of technology standards

**Performance Criteria:** Performance criteria in this section are the professional responsibilities for teachers and help provide guidance to the teacher in understanding job expectations.

##### Professional Responsibilities for Curriculum and Planning:

- Demonstrates a deep and extensive knowledge of the subject matter.
- Designs standards-driven instruction using state-approved curricula.
- Uses a balanced assessment approach to guide student learning.

##### Professional Responsibilities for the Learner and the Learning Environment:

- Understands and responds to the unique characteristics of learners.
- Establishes and maintains a safe and appropriate learning environment.
- Establishes and maintains a learner-centered culture.
- Provides an atmosphere conducive to learning consistent with school/county mission, beliefs and goals.

- Follows established school discipline procedures that include WV126CSR99, West Virginia Board of Education Policy 4373.
- Encourages student attendance.
- Treats students in a fair and equitable manner.

### **Professional Responsibilities for Teaching**

- Utilizes a variety of research-based instructional strategies.
- Motivates and engages students in learning, problem solving and collaboration.
- Adjusts instruction based on a variety of assessments and student responses.
- Prepares and implements lesson plans.
- Uses content scope and sequence in planning.
- Keeps detailed documentation of all NextGen CSOs/CSOs taught.
- Prepares materials, supplies, and equipment for the start of the lesson or instructional activity.
- Begins lesson or instructional activity with a review of previous materials as appropriate.
- Introduces the instructional activity and specifies instructional objectives.
- Directs and adequately supervises students to be on task quickly at the beginning of each instructional activity.
- Presents reading, writing, speaking and listening strategies using concepts and language that students understand.
- Maximizes student time on task.
- Makes effective transitions between instructional activities.
- Encourages and acknowledges individual student accomplishments and appropriate behavior.
- Encourages students to express ideas clearly and accurately.
- Incorporates higher level thinking skills.

### **Professional Responsibilities for Assessment:**

- Adheres to GCS Grading Policy 3020 and Administrative Regulations 3020.
- Sets high positive expectations for student performance.
- Assists students to develop productive work habits and study skills, enabling communication with parents as needed.
- Provides remediation activities for students.
- Integrates a variety of technology applications and learning tools to augment student achievement.
- Gathers, stores, and monitors data related to student learning for use in assessing progress toward achieving the instructional objectives.
- Chooses assignments (work products, etc.) to grade that reflect mastery of NextGen CSOs/CSOs taught.
- Graded work products shall reflect NextGen CSOs/CSOs taught to highly rigorous standards.
- Maintains accurate and complete student records.
- Monitor and evaluates student progress.
- Provides feedback on student work.

### **Professional Responsibilities for Self-Renewal:**

- The teacher engages in professional development for self-renewal that guides continuous examination and improvement of professional practice.
- The teacher actively engages in collaborative learning opportunities for self-renewal with colleagues.

### **Professional Responsibilities for School and Community:**

- Participates in school-wide collaborative efforts to support the success of all students.
- Works with parents, guardians, families, and community entities to support student learning and well-being.
- Promotes practices and policies that improve school environment and student learning.
- Frequently communicates with parents.
- Communicates with students, parents, educational personnel, and others, utilizes standard grammar, listening skills, and clarity in the presentation of ideas.
- Communicates student progress according to established procedures and policies.
- Adheres to confidentiality policies and procedures regarding students, parents/guardians, and fellow staff members.

- Speaks and writes Standard English clearly, correctly, distinctly and consistently.
- Identifies and utilizes appropriate community resources.

**Professional Responsibilities for Educational Technology Use:**

- Demonstrates competency and knowledge in the implementation of technology standards identified by the West Virginia Board of Education policies.
- Utilizes technology/ensure students utilize technology in accordance with Grant County Schools Acceptable Use Policy.
- Plans and designs effective learning environments and experiences supported by technology.
- Implements curriculum plans that include methods and strategies for applying technology to maximize student learning.
- Provides opportunities for student use of educational technology.
- Uses technology to enhance productivity and professional practice.
- Understands the social, ethical, legal and human issues surrounding the use of technology in PreK-12 schools and applies that understanding in practice.

**Professional Work Habits:**

- Demonstrates behavior that reflects established professional responsibilities (i.e. attendance, punctuality and verbal/non-verbal communication).
- Reports to assigned location at the time specified.
- Adheres to established laws, policies, rules and regulations.
- Interacts appropriately with students, other educational personnel and parents.
- Participates in activities that foster professional growth.
- Is punctual with reports, grades, and records.
- Performs assigned duties promptly and as directed.
- Strives to meet county/school goals.
- Commands respect by example in appearance, manners, behavior and language.

**Other duties:**

- As assigned by the principal.

**Support Relationships:** Works cooperatively with faculty and staff members, and all other district employees, to develop and implement effective educational programs and to deliver appropriate services to students.

**Evaluation:** Performance evaluation in accordance with West Virginia Board of Education Policy 5310.