

**HANCOCK COUNTY SCHOOLS  
NEW CUMBERLAND, WEST VIRGINIA**

**POSITION:** Elementary/Secondary Classroom Teacher

**GENERAL JOB DESCRIPTION:** Under general direction and is responsible for the educational program within his/her classroom and performance and work as required by the building principal.

**QUALIFICATIONS:** Must hold a valid certificate for the particular position in which he/she is assuming from the State Department of Education for West Virginia.

**FUNCTIONS AND RESPONSIBILITIES:** The goals of the program within this classroom should provide for the following:

- A. That each student within his/her classroom be given the attention needed to achieve the highest possible potential.
- B. This achievement should be recorded under the policy set forth by the school administration, and all achievement should be reported fairly and accurately, regardless of the attitude, personality, or conduct of the student.
- C. The teacher must always act in a very professional manner in dealing with superiors, co-workers, parents, and students.
- D. The teacher is responsible for all reporting which is required by his/her immediate supervisor.
- E. The teacher must work under the supervision of the principal in duties related to general supervision of hall duty, bus duty, lunch duty, and any other supervisory related job that is necessary to the total operation of the school.
- F. Any other obligations which the building principal determines necessary to the proper operation of the school.
- G. Implementing his/her program of study.
- H. Fostering a classroom climate conducive to learning.
- I. Utilizing instructional management systems which increase student learning and maximize time on task.
- J. Monitoring and reporting student progress toward learning outcomes.
- K. Maintaining and upgrading his/her professional skills and teaching techniques.
- L. Promoting and maintaining positive pupil-teacher-parent relationships.
- M. Maintaining professional work habits and attitudes and maintaining a professional appearance.
- N. Incorporate differentiated instruction.

(Continued on next page)

**Elementary/Secondary Classroom Teacher (Continued)**

- O. Co-Teaching when applicable.
- P. Implement Response to Intervention (RTI) within the school/classroom.
- Q. Integrate technology within the school/classroom.