

**Sheffield City Schools**  
**Job Description - Teacher**

**POSITION TITLE:** Teacher

**QUALIFICATIONS:** Bachelor's degree, or higher from an accredited institution. A valid Alabama State Professional Educators Certificate for grade level and assigned subject area. Must meet No Child Left Behind (NCLB) Highly Qualified (HQ) requirements. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Principal

**JOB GOAL:** To create and provide engaging and challenging work for students to maximize each student's ability in accordance with local and state courses of study.

**PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:**

1. Determines individual and class needs consistent with district and state instructional goals.
2. Establishes objectives and plans learning experiences that comply with local and state curriculum guidelines
3. Delivers instructional activities in a manner demonstrating a variety of instructional techniques, promoting positive interaction among students, and providing for appropriate practice of activities and skills focusing upon the desired learning outcomes
4. Establishes and maintains standards of student behavior that facilitate teaching and learning
5. Demonstrates the effective evaluation of student needs and progress by engaging in entry level diagnosis activities, test construction, record keeping, and appropriate referral of students with special needs, preparing students for assessment, effective test administration and post assessment follow-up activities
6. Seeks assistance of specialists as needed and makes referrals when appropriate
7. Works collaboratively with other members of the school faculty and staff to promote student learning
8. Maintains a professional, cooperative working relationship with parents and community
9. Participates in school co-curricular programs and district program improvement efforts
10. Demonstrates a high degree of professionalism and ethics, and works cooperatively with the Board, the Superintendent, other administrators, Board employees, parents, and students
11. Implements professional learning plan and maintains proper certification
12. Maintains accurate, complete and correct records as required by law, board policy and school principal and submits records and reports in a timely manner
13. Models appropriate personal characteristics and work habits that are consistent with personal development goals established for students
14. Adheres to school system rules, administrative procedures, local Board policies, and state and federal rules and regulations
15. Implements and follows the Alabama Quality Teaching Standards developed by the Alabama State Department of Education
16. Assumes responsibility to perform any other tasks assigned by the principal

**TERMS OF EMPLOYMENT:** As assigned by the Board

**SALARY:** Salary in accordance with Board approved State Salary Schedule

**EVALUATION:** Performance of the job will be evaluated in accordance with provisions of the Board's policy on assessments and evaluations.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.