

**Cheatham County School District**

The Cheatham County School District has a long and rich history of providing an outstanding academic experience for our students. Cheatham County, home to about 41,000 residents, is located in the heart of Middle Tennessee between Nashville and Clarksville. We are committed to providing every student with a high-quality education. Our professional educators promote student growth and academic success in a way that prepares students to thrive in a flourishing community.

**MISSION:** The Cheatham County School District, together with the greater community, will create opportunities for all students to be successful, lifelong learners and to develop into respectful and caring citizens, who engage in a positive society.

**VISION:** We will provide, in an inclusive environment, an exemplary educational program complete with multiple pathways for post-secondary success for all students.

**MOTTO:** Five-Star Quality, Five-Star Education, Achieving Excellence Together

**Job Title:** Teacher

**Exemption Status:** Exempt/Professional

**Reports to:** Principal

**Date Revised:** 7/5/2022

**Dept./School:** Assigned Campus

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**Primary Purpose:**

Provide students with appropriate learning activities and experiences in the core academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

**Qualifications:****Education:**

Bachelor's degree  
Valid Tennessee teaching license  
Applicable endorsement for subject area if required  
Demonstrated competency in the core academic subject area assigned

**Special Knowledge/Skills:**

Knowledge of core academic subject assigned  
Knowledge of curriculum and instruction  
Ability to instruct students and manage their behavior  
Strong organizational, communication, and interpersonal skills

**Experience:**

Student teaching, approved internship, or related work experience

The teacher must work cooperatively with children and adults; be able to successfully manage student behavior, follow directions; protect confidentiality rights of parents and children; support child safety and good self-esteem; model appropriate grammar usage; communicate effectively; possess, use, and continue to develop teaching skills which result in expected student achievement. The teacher must

be punctual and consistent in attendance. The teacher must dress in a manner appropriate to the profession.

### **Major Responsibilities and Duties:**

#### **Instructional Strategies**

1. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for differences in individual student differences.
2. Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by the State Board of Education, board policies, and administrative procedures.
3. Conduct assessment of student learning styles and use results to plan instructional activities.
4. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
5. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
6. Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion.

#### **Student Growth and Development**

7. Conduct ongoing assessment of student achievement through formal and informal testing.
8. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
9. Be a positive role model for students; support mission of school district.

#### **Classroom Management and Organization**

10. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
11. Manage student behavior in accordance with Student Code of Conduct and student handbook.
12. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
13. Assist in selecting books, equipment, and other instructional materials.
14. Compile, maintain, and file all reports, records, and other documents required.

#### **Communication**

15. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

**Professional Growth and Development**

16. Participate in staff development activities to improve job-related skills.
17. Comply with state, district, and school regulations and policies for classroom teachers.
18. Attend and participate in faculty meetings and serve on staff committees as required.

**Essential Job Functions:** The primary function of this employee is to perform teaching which results in appropriate student achievement and good self-esteem. Other job functions include:

1. To contribute to the successful operation of the total school and system program.
2. To appropriately represent the system and the profession to parents and the community.
3. To follow the locally adopted curriculum guide/s for the areas taught.
4. To accommodate for varied learning styles and developmental levels within the classroom/program.
5. To manage behavior in ways that maximize learning and the development of good self-esteem.
6. To plan, prepare, teach, assess, adjust, re-teach, and re-assess in order that appropriate documented student achievement results.
7. To participate in school and system sponsored activities (i.e., parent clubs, fundraisers, field trips, extra-curricular, etc.).
8. To consult with parents, colleagues, and other appropriate individuals or agencies concerned with student achievement, behavior, and development.
9. To serve on study, planning, and advisory committees as assigned.
10. To maintain accurate and current student records, including but not limited to on-going documentation of progress and cumulative records.
11. To attend required meetings and accurately complete required reports in a timely manner.
12. To stay abreast of current trends in the profession and maintain a flexible attitude toward the implementation of new ideas in the classroom/program.
13. To comply with applicable local, state, and federal policies and procedures.

**Other**

19. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

Direct the work of assigned instructional aide(s).

**Mental Demands/Physical Demands/Environmental Factors:**

Must be able to see, hear, and move quickly enough to provide for the safety and instructional needs of children. Must be able to articulate clearly. Must be physically active and interactive throughout the school day (i.e., be able to stand for extended periods of time, stoop, bend, do light lifting, push, pull, step, and have good finger dexterity). Must have emotional coping skills appropriate for the management of student behavior. Must tolerate environmental smells and substances commonly associated with children and educational institutions. The person in this position may be exposed to bodily fluids and therefore need to use universal precautions. Must be able to life students and attend to personal needs of children and infants while in school, including toileting.

**Tools/Equipment Used:** Personal computer; standard instructional equipment; [*P.E. teachers: automated external defibrillator (AED)*]

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds); may lift and move text books and classroom equipment

**Environment:** Work inside, may work outside; regular exposure to noise

**Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours

**Terms of Employment:** 200 days. Local rate for salary and benefits budgeted each year and noted on by the Board of Education.

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_