

Teacher

Qualifications:

1. Bachelors degree or higher from an accredited institution
2. Valid certification as required by the State of Maine
3. Highly qualified to teach in content area and grade level.
4. Knowledge of relevant technology required for educators.
5. Ability to communicate effectively with students, parents, and other staff.

Reports to: School Principal

Job Goal

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

Performance Responsibilities

- plan, prepare and deliver instructional activities that facilitate active learning experiences
- develop schemes of work and lesson plans
- establish and communicate clear objectives for all learning activities
- prepare classroom for class activities
- provide a variety of learning materials and resources for use in educational activities
- identify and select different instructional resources and methods to meet students' varying needs
- instruct and monitor students in the use of learning materials and equipment
- use relevant technology to support instruction
- observe and evaluate student's performance and development
- assign and grade class work, homework, tests and assignments
- provide appropriate feedback on work
- encourage and monitor the progress of individual students
- maintain accurate and complete records of students' progress and development
- update all necessary records accurately and completely as required by laws, district policies and school regulations
- prepare required reports on students and activities
- manage student behavior in the classroom by establishing and enforcing rules and procedures
- maintain discipline in accordance with the rules and disciplinary systems of the school
- apply appropriate disciplinary measures where necessary
- perform certain pastoral duties including but not limited to student support, counseling students with academic problems and providing student encouragement
- participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations
- participate in department and school meetings, parent meetings
- communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs
- keep up to date with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities
- Other duties as assigned
- Participation in professional activities that enhance teaching and learning

Key Competencies

Self-motivation
high energy level
verbal and written communication skills
attention to detail
high work standards
problem solving

Key Competencies (cont.)

Decision-making
organizing and planning
learning orientation
critical thinking
stress tolerance
flexibility
adaptability
Initiative

Evaluation: Building Principal/Assistant Principal annually

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.