

## **GCOA (1) (2)      Teacher Job Description**

TITLE: Teacher

QUALIFICATIONS: As set by the Colorado Department of Education Certification standards.

REPORTS TO: Principal

JOB GOAL: To assist students to develop skills and knowledge which will contribute to their development as mature, able, and responsible men and women.

### **Performance Responsibilities:**

- I. Professional:
  - A. Become familiar with and abide by the laws of the state as these affect teaching, the policies of the Board and the regulations designed to implement them.
  - B. Exhibit faithfulness and promptness in attendance at work.
  - C. Participate in staff meetings.
  - D. Accept a share of responsibility for co-curricular and extracurricular activities.
  - E. Make provisions for being available to students and parents for education related purposes outside the instructional day when required or requested to do so under reasonable terms.
  - F. Continue professional growth.
  
- II. Classroom
  - A. Guide the learning process toward the achievement of curriculum goals.
  - B. Employ instructional methods and materials that are appropriate for meeting stated objectives.
  - C. Prepare for classes assigned and show written evidence of preparation upon request of administration.
  - D. Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
  - E. Assess and document the accomplishments of students on a regular basis and provide progress reports and eligibility lists as required.
  
- III. District
  - A. Support and enforce the policies of the Board and regulations of the school administration in regard to students.
  - B. Show concern and attention toward the teacher's and the school's legal responsibility for the safety and welfare of students including the need to insure that students are supervised at all times.
  - C. Show concern and protection of school property.
  - D. Submit required reports. (is. budget, inventories, orders, etc.)
  - E. Plan a program of study according to administrative procedures.

ADOPTED:            Dec. 15, 1993