



Job Description

Job Title: General Education Teacher (K-12)

Reports to: Building Administrator

Qualifications/Job Requirements:

- Valid teacher's license with appropriate endorsement
- Strong written, verbal, presentation, and interpersonal skills
- Meets health and physical requirements
- The usual and customary methods of performing the job's functions require the following physical demands; occasional lifting, carrying, pushing and/or pulling, some climbing and balancing, some stooping, kneeling, crouching and/or crawling, and significant fine finger dexterity. Generally, the job requires 10% sitting, 45% walking, and 45% standing.

Responsibilities and Essential Functions:

- Incorporates the levels of learning in preparing instruction based on district's required grade level curriculum
- Interprets and analyzes required standardized tests and work collaboratively within the school and district-wide to address concerns
- Uses multiple teaching strategies to address varied learning styles
- Prepares and administers tests based on the district's grade level curriculum
- Evaluates student performance and test effectiveness
- Records the grades, maintains and reports grades in a timely, efficient manner
- Assigns lessons and corrects papers
- Exhibits strong classroom management skills, which result in a positive learning environment
- Counsels students when adjustment and academic problems arise
- Discusses students' academic and behavior problems with parents and suggests corrective action.
- Keeps attendance and grade records as required by school board
- Keeps financial records consistent with School Board policy and Tennessee Internal School Uniform Accounting Policy Manual
- Observes students to detect signs of ill health, emotional disturbance, and other areas of special needs and to make necessary referrals and to evaluate progress
- Represents the school and the community in a positive manner
- Reports to the principal the suspicion that a child's health or welfare has been or appears to have been harmed as a result of abuse or neglect
- Communicates regularly with parent(s)/guardian
- Is available to students and parents for education-related purposes outside the instructional day when requested to do so
- Prepares for class and shows evidence of preparation upon request of immediate supervisor
- Participates in faculty and professional meetings, educational conferences, and teacher training workshop
- Supervises activities such as field trips and group discussions to stimulate students' interest in and broaden understanding of their physical and social environment.
- Fosters cooperative social behavior through group projects to assist students in forming appropriate relationships with other students and adults.



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- Prepares for assigned classes and shows evidence of preparation upon request of immediate supervisor
- Performs other work-related duties as assigned

FLSA Status: Exempt

Terms of Employment: 200 Day Calendar; Salary to be established by the Board.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy.

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