

## PROFESSIONAL STAFF POSITIONS

### Teacher Job Description

#### Minimum Qualifications and Requirements:

- Graduation from an accredited college or university
- Meets requirements as set by the State of New Hampshire Certification Authorities and Board of School Committee regulations.

#### Planning and Preparation:

- Uses knowledge of students' varied approaches to learning instructional planning.
- Displays knowledge of students' skills and knowledge for each student, including those with special needs.
- Displays knowledge and acceptance of the interests or cultural heritage of each student within the class.
- Makes all goals are clear, written in the form of student learning, aligned to the standards, and permit viable methods of assessment.
- Demonstrates the ability to define the objectives of instruction and the ability to assess the results of the efficiency and effectiveness of the instruction.
- Plans a program of study that meets individual needs, interests, and abilities of students.

#### Instruction:

- Guides the learning process toward the achievement of curriculum goals, and in harmony with these goals, establish clear objectives for all lessons, units, and projects, to communicate these objectives to students.
- Employs prescribed instructional methods and materials that are most appropriate for meeting stated objectives and assess the accomplishments of students on a standards based program to provide progress reports as required.
- Diagnoses the learning disabilities of students on a regular basis, seeking assistance of or making referrals.
- Makes directions and procedures clear to the students.

#### The Classroom Environment

- Is to create a classroom environment conducive to learning and appropriate to the maturity and interests of students.
- Is responsible for creating a classroom environment that is open and receptive to change.
- Is to establish the necessary procedures for his/her instructional program in accordance with existing policies and regulations.
- Is to continually evaluate the effectiveness of his/her instructional program with established curriculum.

#### Professional Responsibilities:

- The teacher shall constantly be alert to the example presented to students, parents, community, and fellow workers, striving to consistently exemplify the good. Relationships shall avoid personal attachments which detract from the obligation to constantly lead and critically evaluate the individual and the situation.
- Is aware of various instructional trends and participate in exploration of possible changes in method or content of instruction.
- Will take advantage of such community resources as appropriate for the educational goals of the school with the approval of his/her department head.

**Mrs. Janet Gagnon, Chairperson**  
**Mrs. Priscilla Colbath**  
**Mr. Fred Elliott**  
**Mrs. J. Lisbeth Olimpio**  
**Mrs. Judith Nason**

**Adopted by the Board: 16 December 1992**  
**Reaffirmed by the Board: 16 August 1995**  
**Revised by the Board: 16 February 2011**

## PROFESSIONAL STAFF POSITIONS

*(continued)*

- Will maintain an up-to-date plan book and rank book.
- Will maintain open communications with parents, community agencies and organizations.
- Will have a voice in the school staff which will help develop, organize, administer and explain the educational program for this school.
- Will be included in open two-way communications among all members of the management structure including the school board, while observing the chain of command.
- Will initiate all budget requests through the Principal within the frame work of the district's budget process.
- Will attend all scheduled department and staff meetings unless attendance is waived by the Principal.
- Is responsible for supervisory duties assigned by the administration.
- Is responsible for reviewing the material in the teacher and student handbooks, School Board policy manual and collective bargaining agreement and adhering to all pertinent information therein.
- Will take an active part in his/her local teacher staff development plan
- Will work collaboratively with colleagues to achieve school goals.

### Essential Physical Abilities:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate school equipment,.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office or school environment.
- Subject to Collective Bargaining Provisions and individual teaching contracts.
- Evaluation of this position will be by the Principal and/or his/her designee of the prevailing school.

**Mrs. Janet Gagnon, Chairperson**  
**Mrs. Priscilla Colbath**  
**Mr. Fred Elliott**  
**Mrs. J. Lisbeth Olimpio**  
**Mrs. Judith Nason**

**Adopted by the Board: 16 December 1992**  
**Reaffirmed by the Board: 16 August 1995**  
**Revised by the Board: 16 February 2011**