

**Teacher – Middle School**  
*School District Job Description*

**Position Title:** Teacher - Middle School  
**Department:** Instruction  
**Reports To:** Principal

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**SUMMARY:**

Is responsible for teaching, instructing, guiding and directing all pupils assigned to his/her classes in the teaching-learning process. Plans learning activities to assist pupils in gaining knowledge, developing skills, and attaining educational goals. Responsible for measuring and evaluating pupil progress toward attainment of educational objectives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Other duties may be assigned.*

- Teaches district-approved curriculum.
- Plans a program of study that meets the individual needs, interests, and abilities of the students.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students.
- Observes all policies, rules and regulations of the Board of Education as stated in the Policy Handbook.
- Observes rules and regulations of the building.
- Encourages students to set and maintain standards of classroom behavior.
- Guides the learning process toward the achievement of curriculum goals and—in harmony with the goals--establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
- Observes all building rules and regulations pertaining to student dismissal, hall passes, attendance regulations, absence reporting and other similar requirements.
- Evaluates pupils' academic and social growth, keeps appropriate records, and prepares progress reports.
- Is available to students and parents for education-related purposes outside the instructional day.
- Provides suitable lesson plans and arrangements for substitute teachers in case of teacher absence.

Acknowledged \_\_\_\_\_

Date \_\_\_\_\_

**SUPERVISOR RESPONSIBILITIES:**

Supervises classroom and students and volunteers

**EDUCATION and/or EXPERIENCE:**

Bachelor of Arts degree. Preferably having computer skills in Word Processing, Email, Basic Spreadsheets, PowerPoint, Publishing, SIS Attendance, SIS Grades, SIS Homework, SIS Parent Contact Log.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Teaching Certificate

**EVALUATION:**

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**TERMS OF EMPLOYMENT:**

Nine-month employee. Salary to be established by the Board of Education.



Acknowledged \_\_\_\_\_

Date \_\_\_\_\_