



Policies and Procedures

Section Five – Personnel

## 550.310 – Job Description Teacher

### INTRODUCTION

A teacher's major responsibility is to nurture the development of a classroom where the school's mission, vision, and core values are understood and implemented in a caring manner. The teacher's focus will be the academic and social development of the students.

### QUALIFICATIONS:

- Professional Training and Certification as outlined in the Teacher's Contract. (minimum bachelor's degree)
- Demonstrated ability to teach children well.

### REPORTS TO:

- Head of School, or designate

### TERMS OF EMPLOYMENT

- Initial contracts are for 2 years.
- Subsequent contracts are for 1 year.
- Teacher contracts will indicate 185-190 working days per year.
- Salary is determined by placement on a salary grid:
  - Salary grid categories follow the guidelines in *Policy 530.1 – Professional Staff Qualification*.
  - Salary grid levels (steps) are determined by equating one year of full time teaching experience to one step on the grid. EMS will grant a maximum of Step 5 for initial contracts.

### JOB GOALS:

- To be responsible for the educational welfare of the students.
- To improve the quality of the educational programs in the school.

## PERFORMANCE RESPONSIBILITIES

1. Demonstrate professional competence and vision:
  - a. Show a strong knowledge of learning theory, curriculum design, and subject area(s).
  - b. Construct yearly plans, course outlines, units and lessons in accordance with the school's aims & objectives (*Policy 120.2 – Instructional Aims & Objectives*).
  - c. Plan teaching-learning experiences that help each student successfully achieve the stated outcomes.
  - d. Plan a variety of teaching strategies to match the learning styles of all students.
  - e. Select materials and lesson designs that specifically carry out the goals derived from the school's mission and philosophy (*Policy 120.1 – School Mission & Philosophy*).
  - f. Organize class time with activities that have a clear purpose and engage students' attention.
  - g. Clearly define the purpose for all learning activities.
  - h. Incorporate the "Expected School-wide Learning Results" (ESLRs) in planning & teaching.
  - i. Present written evidence of planning to designated administrator.
  - j. Use media and technology to enhance lesson delivery and student performance.
  - k. Evaluate students' progress in learning with announced criteria, fairly applied, in accordance with school policy.
  - l. Use evaluation instruments that:
    - match the school's goals and specific objectives
    - allow each child to show well what he/she has learned
    - help students meet high expectations for learning.
  - m. Pursue further learning of subject area(s) while seeking the best pedagogy for the school's goals.
  
2. Communicate effectively:
  - a. Speak clearly, honestly, and with great concern for those being spoken to.
  - b. Use fresh analogies to connect new concepts to students' experience.
  - c. Vary the means (visual, audible, tactile) and language (abstract, concrete, metaphorical, etc.) depending on the subject and the needs of all children.
  
3. Demonstrate care for students:
  - a. Treat each child as uniquely gifted.
  - b. Discipline all students fairly and firmly.
  - c. Clearly define responsible behavior for their students, including guidelines and consequences for good and bad student behavior in the classroom.
  - d. Encourage all students persistently (catch each of them "doing good").
  - e. Help students learn self-discipline through appropriate use of correcting, chastening, and counseling.
  - f. Guide all students in helping other students learn.
  
4. Demonstrate stewardship:
  - a. Use all school resources wisely as you are a living example to the students.
  - b. Deliberately teach students to use resources wisely and to respect all property.
  - c. Make students accountable to keep the whole school clean, neat and tidy. This includes all classrooms, washrooms, hallways, playgrounds, gyms, lockers, etc.
  - d. Teach students to care for their world.

5. Demonstrate organizational skills:
  - a. Establish well defined routines and procedures for receiving students in the classroom, taking attendance, collecting money when required.
  - b. Maintain accurate records for student grades, behavior and attendance.
  - c. Attend all meetings (i.e. staff meetings & parent meetings) consistently and punctually.
  
6. Build community within and outside the school:
  - a. Support administrators, fellow teachers, and support staff.
  - b. Adhere to school policies and guidelines.
  - c. Assist students beyond the classroom: playground, hallways, extracurricular sponsorship, personal guidance, etc.
  - d. Participate in the After School Activities program by leading one “activity” per term. Each activity will have one session per week.
  - e. Meet with staff members to listen, learn, and exchange advice for helping students meet the goals of the school.
  - f. Contact parents for help in educating their child.
  - g. Provide a positive classroom atmosphere (displays, warmth, arrangement of furniture, etc.) that fosters community.
  - h. Model and encourage cultural awareness and understanding.

**EVALUATION OF PERFORMANCE:**

Annually, in accordance with the *EMS Evaluation Policy*.

Proposed: September 15, 2015  
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