

Job title	<i>English 6-12 Teacher</i>
Reports to	<i>Principal</i>

Job purpose

To develop student skills of listening, speaking, reading, and writing that are fundamental to effective communication and literate citizenship; develop appreciation of literature of all types; motivate students to read widely for information and recreation; develop standards for critical judgment of written and oral communications transmitted by mass media; develop special talents of students in the field of English.

Duties and responsibilities

- Teaches courses in English to both middle and high school students, following the course of study adopted by the Board of Trustees and appropriate curriculum publications as guidelines in teaching individual course content.
- Utilizes an adopted scope and sequence, pacing guide, curriculum maps, and other materials in planning and developing lesson plans and teaching outlines.
- Pursues a variety of methodology in teaching and instructing students, including lectures, demonstrations, discussions, and experiential learning.
- Plans, develops, and utilizes a variety of instructional materials and aids appropriate to the intellectual and instructional level of students from varied socio-economic and cultural backgrounds, and who possess a range educational readiness levels
- Reviews, analyzes and evaluates the history, background, and formative and summative assessments of students in designing instructional programs to meet individual educational needs.
- Individualizes and differentiates educational processes and procedures to meet the learning needs of all students.
- Provides group and individual instruction to motivate students, and effectively utilizes the time available for instructional activities.
- Maintains appropriate standards of student behavior, using behavioral management strategies and techniques, including positive reinforcement and behavior shaping procedures.
- Reviews, analyzes, evaluates, and reports student academic, social, and emotional growth.
- Prepares, administers, scores, records, and reports the results of criterion referenced tests, and administers, scores, records, and reports the results of group standardized tests in evaluating student growth and progress.
- Counsels, confers with and communicates with parents, school, and District personnel regarding student progress
- Performs a variety of non-instructional duties, including curriculum and instructional development activities, student supervision, and consultation activities.

Qualifications

New York State Certification in subject area and grade level
 Possession of a Bachelor or higher degree from an accredited college or university

Conditions of Employment

As a condition of employment, newly-hired employees must obtain a New York State and FBI fingerprint background clearance and furnish proof of identity and employment authorization status.

Physical requirements

Must be able to lift 25 pounds. Must be mobile enough to move throughout the classroom and building throughout the day.

Direct reports

None

Approved by:	
Date approved:	
Reviewed:	