

Reports to: Principal

Job Goal: The Blue Hill Consolidated School professional staff, with the help of the home and community, will nurture and develop each student in mind, body, and character.

Responsibilities:

1. Teach Pre-K level students academic and social skills in a public educational setting.
2. Provide a classroom environment that encourages positive and social opportunities and interactions.
3. Use individual and group activities to introduce beginning academic skills such as letters, numbers, colors, and shapes.
4. Prepare teaching outlines or course of study and lesson plans following Union 93 and state curriculum guidelines.
5. Use a variety of interactive and dynamic teaching methods and aids to present subject matter to students.
6. Seek additional training as needed or as directed by administration.
7. Prepare, administer, and evaluate assessments and record results.
8. Assign lessons, correct papers, and evaluate other student work products.
9. Manage behavior in the classroom and in other areas of our school through positive but clear discipline practices following BHCS guidelines.
10. Counsel pupils when social and academic problems arise and share any actions or consequences assigned with homeroom teacher.
11. Discuss pupils' academic and social progress with parents and suggest appropriate remedial or accelerated action.
12. Communicate policies, expectations, and procedures to parents and students.
13. Coordinate with other staff members and agencies to enhance the program of all students.
14. Contribute on a voluntary basis to extra-curricular activities.
15. Execute the usual classroom responsibilities such as creating a budget, ordering supplies, taking student supervision duties, and attending team and staff meetings.

16. May assume the role of Team Leader on a rotating basis with other teachers and attend periodic meetings as part of that role.
17. Perform other tasks and assume other responsibilities as administration assigns including meetings, committee work, attending school functions, planning, etc. which may take place outside the regular school day.

Adopted: Blue Hill School Committee – January 10, 2018