

Reports to: Principal

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

Responsibilities:

1. Teaches elementary level pupil academic and social skills in a public educational system.
2. Prepares teaching outlines for course of study following union and state curriculum guidelines.
3. Uses a variety of teaching methods and aids to present subject matter to class.
4. Prepares, administers, and corrects tests and records the results.
5. Assigns lessons, corrects papers, and evaluates other student products.
6. Maintains discipline in the classroom and on the playground through positive but clear discipline practices.
7. Counsels pupils when social and academic problems arise. Refers students to the School Counselor, the Student Assistance Team, the Pupil Evaluation Team, Title I or to the other appropriate specialists.
8. Discusses pupils' academic and social progress with parents and suggests appropriate remedial or accelerated action.
9. Communicates policies, expectations, and procedures to parents and students.
10. Coordinates with other staff members to enhance the programs of all students.
11. Contributes on a voluntary basis to extra-curricular activities.
12. Attends school plays, musical performances, athletic events, and graduation.
13. Contributes to policy decisions and curriculum design through faculty committees.
14. Advocates for children and for educational programs in the community.
15. May assume the role of Team Leader on a rotating basis with other teachers and attends periodic meetings as part of that role.
16. Performs other tasks and assumes other responsibilities as the principal may assign.

Adopted: Blue Hill School Committee - 7/8/98

Amended: Blue Hill School Committee - 11/9/05