



- Meet with parents to review their student's progress as needed. Notify parents of student problems as soon as they are noticed.
- Make a report of each conference and turn it in to the principal to be placed in the student's file. Attend Parent-Teacher Fellowships.
- Utilize educational opportunities and evaluation processes for professional growth.
- Perform any other teaching-related duties that may be assigned by the administration.
- Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.

**Required Skills and Abilities:**

Minimum bachelor's degree, and at least 24 hours coursework in the specific content discipline.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; pull; kneel; lift (sometimes 30 lbs); use hands to finger, handle or feel; and reach with hands and arms.

I have received, reviewed and fully understand the job description for the **Teacher** position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_