

Job Goal: To enable the school to provide quality education for all children in the schools.

GENERAL RESPONSIBILITIES:

1. Professional Skills

The teacher is expected to establish procedures of management to allow a maximum of learning and a minimum of disciplinary action by:

- a. Planning and organizing effectively
- b. Demonstrating competency in elementary pedagogy and content
- c. Creating and maintaining an atmosphere conducive to learning
- d. Providing opportunities for student participation in educational activities
- e. Making provisions for individual differences
- f. Encouraging a flexible, individual approach to problem solving
- g. Using appropriate language for students to model
- h. Using varied and appropriate instructional techniques to accomplish predetermined instructional objectives

2. Professional Relationships

The teacher is expected to establish and maintain a professional relationship with students by:

- a. Encouraging respect for the rights, opinions, property, and contributions of others
- b. Being sensitive to factors which affect student achievement and behavior
- c. Being available for extra help
- d. Using methods of management that result in desired changes in behavior
- e. Communicating and maintaining a working relationship with parents
- f. Maintaining confidentiality with respect to students and their records
- g. Refraining from personal criticism of staff to students
- h. Avoiding use of position for commercial gain

The teacher is expected to establish and maintain a professional relationship with fellow staff members by:

- a. Cooperating with other staff members, including maintaining the connections with Outer Islands Teaching & Learning Collaborative (TLC) staff and teachers to maximize investment, participation and delivery of quality educational services
- b. Consulting with coworkers in evaluating and meeting student needs
- c. Leaving clear and complete instructions for substitutes
- d. Following the curriculum and policies approved by the School Committee
- e. Cooperating in evaluation of present curriculum
- f. Recommending possible revision of curriculum
- g. Scheduling, supervising and providing feedback, where appropriate, to support Ed Tech(s)

- h. Communicating with visiting consultants and contracted educators to establish strong positive relationships in order to provide efficient scheduling and coordination of services
- i. Communicating with custodial staff, caretaker, facilities and municipal employees to manage scheduled use and access to the buildings and grounds

3. Professional Development

The teacher is expected to demonstrate professional development by:

- a. Participating actively in professional meetings and workshops
- b. Keeping abreast of professional developments in best practices in elementary education and in education as a whole
- c. Exploring new teaching techniques as alternatives to better accomplish predetermined instructional objectives.

The teacher is expected to follow the code of ethics as outlined by the teacher's respective professional group

Adopted: 05/22/06 by J. Boegel, M. Chioffi, & J. Stevens

Revised: 02/24/20 by J. Stevens & J. Brady