



EDUCATION . . .
Road To Success

HANCOCK PLACE SCHOOL DISTRICT

SECTION: 300 Professional Staff Positions
TITLE: 001 Teacher

TITLE:	Teacher
QUALIFICATIONS	<ul style="list-style-type: none">* Bachelor's Degree or higher* Must hold a valid Teaching Certificate for the State of Missouri* Effective written and verbal communication skills* Highly organized and creative with extensive knowledge of the learning process
REPORTS TO / EVALUATED BY:	Building Principal
SUPERVISES:	All students assigned to the Teacher.
TERM OF POSITION:	10-Months (typically consisting of 180-190 days of service)
SALARY:	Applicable column and step on the school district's salary schedule
VACATION:	none
CONTRACT:	One-Year contract for first 5 consecutive years; Indefinite Contract beginning with 6th contract as defined by Missouri statutes
JOB GOAL:	The goal of the Teacher is to lead students toward the fulfillment of their potential for intellectual, emotional, and psychological growth by providing them with a positive, successful, educational experience.
RESPONSIBILITIES:	<ul style="list-style-type: none">* The Teacher will meet and instruct assigned classes in the locations and at the times designated.* The Teacher will plan and prepare for the assigned classes and show written evidence of preparation upon request of the building Principal.* The Teacher will cooperate and work together with other staff members in planning, developing, writing, maintaining, and updating of curriculum and instructional goals, objectives, methods, and assessments.* The Teacher will plan, develop, and maintain a program of study that meets the individual needs, interests, and abilities of the students.* The Teacher will strive to implement by instruction and action the district's philosophy of education and instructional goals and objectives.* The Teacher will guide the learning process enabling students to progress in harmony with the curriculum goals, and establish and communicate clear objectives for all lessons, units, and projects.* The Teacher will create a classroom environment that exhibits positive, mutual teacher/student relationships conducive to learning and appropriate to the maturity and interests of the students.* The Teacher will maintain a physically and aesthetically attractive classroom setting and will exercise proper care and handling of district equipment.* The Teacher will assess the accomplishments of the students on a regular basis and provide progress reports as required and communicate with parents as deemed necessary.



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- * The Teacher will establish and maintain appropriate and cooperative working relationships with administrators, staff members, students, parents, and patrons.
 - * The Teacher will recognize students encountering medical, physical, and/or psychological problems and will refer these students to the district's specialists as required.
 - * The Teacher will assist the administration in implementing all policies and/or rules governing student life, behavior, and conduct.
 - * The Teacher will maintain accurate, complete, and correct records as required by law, district policies, and administrative guidelines.
 - * The Teacher will strive to maintain and improve their professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced coursework at institutions of higher learning.
 - * The Teacher will attend and participate in all staff meetings and serve on staff committees as required.
 - * The Teacher will participate in and share the responsibility for co-curricular and extracurricular activities.
 - * The Teacher will make provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so, under reasonable terms.
 - * The Teacher will utilize the school handbook, building newsletter, special bulletins, and any other school literature to inform patrons and members of the community about school programs, activities, calendar, and policies.
 - * The Teacher will perform any and all other tasks, responsibilities, and/or duties as may be assigned or designated by the Superintendent, Assistant Superintendent, Principal, or Assistant Principal.

Hancock Place School District
Date Approved: December 14, 2005