



ANCHORAGE INDEPENDENT BOARD OF EDUCATION

11400 Ridge Road, Anchorage, KY 40223 502-245-8927

Karen Solise, Superintendent

<b><u>JOB TITLE:</u></b>	<b><u>REPORTS TO:</u></b>	<b><u>WORK YEAR/DAY:</u></b>	<b><u>SALARY GRADE:</u></b>
Teacher	Principal	188 Days	Teacher's Salary Schedule

**SCOPE OF RESPONSIBILITIES:**

Plans, organizes and delivers the program of instruction based on approved curriculum; monitors, evaluates, and communicates student progress; maintains records and makes reports; enforces Board policies, regulations and rules; supervises students, and secures and maintains school property and materials.

**PERFORMANCE RESPONSIBILITIES:**

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Creates and maintains a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
3. Responsible for the thorough knowledge of and practical implementation of the Board mandated curriculum.
4. Guides the learning process toward the achievement of curriculum goals and establishes objectives for all lessons, units, and projects and communicates these objectives to students.
5. Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes, and maintains written evidence of preparation.
6. Assists the administration in implementing Board policies, administrative regulations and school rules governing student conduct, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
7. Assesses the accomplishments of students on a regular basis and provides progress reports and counseling to parents concerning academic and behavioral progress of all assigned students.
8. Takes necessary and reasonable precautions to protect students, equipment, materials and facilities.
9. Maintains accurate, complete and correct records as required by law, district policy, and administrative regulation.
10. Continues personal professional growth and upgrading of skills appropriate to teaching assignments.
11. Attends staff meetings, serves on staff committees, and accepts share of responsibility for extracurricular activities.
12. Performs other duties as assigned by the Principal.

**MINIMUM QUALIFICATIONS:**

1. Kentucky Certification appropriate to the grade level and curricular assignment
2. Experience and preparation required by the Board.