

# **Eunice Public Schools**

## **Job Description**

**Position:** Teacher

**Supervisor:** Principal

**General Job Description:** Provide Instructional Leadership in the educational development of the students attending Eunice Public Schools.

### **Qualifications**

1. As set by the NMPED Licensure Bureau and New Mexico State Law.
2. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
3. Must be able to pass employment verification and background check.

### **Essential Duties and Responsibilities**

1. Meets and instructs assigned classes in the locations and at designated times unless appropriate administrator/supervisor has been notified.
2. Prepares for assigned classes and provides written evidence of preparation that reflects long/short term goals and objectives to be achieved.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students within the limits of the resources of the district.
4. Use Common Core State Standards [CCSS] to guide instruction and focus on content mastery for all students.
5. Discerns students' needs, and refers, when appropriate, to school personnel who can best provide assistance.
6. Establishes and maintains appropriate open lines of communications with students and patrons concerning academic and behavioral progress.
7. Plans and implements instructional programs/strategies to meet the individual needs, interests and abilities of students.
8. Takes necessary and reasonable precautions to protect students, equipment and facilities.
9. Assists administration in developing and implementing policies, rules and regulations.
10. Demonstrates stated criteria for effective teaching performance.
11. Attends and participates in faculty, PLC (Professional Learning Communities), department meetings and professional activities, and serves on site/district committees as required.

12. Accepts responsibility and arrives punctually for activities and duties as assigned.
13. Establishes and maintains cooperative relations with co-workers.
14. Is actively involved in professional growth activities and plans collaboratively with colleagues.
15. Maintains appropriate emotional control, physical health and personal appearance.
16. Demonstrates fiscal responsibility as relates to school equipment and supplies.
17. Analyzes student data and assesses the accomplishments of students on a regular basis providing progress reports as required through report cards and parent-teacher conferences.
18. Maintains accurate, complete and correct records and other school related paperwork accurately and within stated timelines as required by law, district policy and administrative regulations.
19. Participates in Individualized Educational Plan (IEP) conferences as needed.
20. Maintains confidentiality.
21. Effectively integrates technology to enhance and support instruction.
22. Abides by all district, state and federal laws, policies and procedures.
23. Performs other duties as assigned by supervisor.

### **Evaluation**

Performance Evaluations will be completed annually by the respective Principal with provisions of the NMPED rules and regulations governing the evaluation of Professional Personnel.

### **Physical Requirements**

1. Ability to stand and walk frequently.
2. Ability to bend, climb stairs, and lift frequently.
3. Ability to lift up to twenty (20) pounds frequently.
4. Ability to do outside duties in inclement weather.
5. Ability to walk or move long distances from location around the building multiple times each day.