ONEONTA CITY SCHOOLS

COMMITTED TO EXCELLENCE

JOB DESCRIPTION

TITLE: English Teacher – Oneonta Middle School

QUALIFICATIONS:
- Hold a valid Alabama Teacher's Certificate as related to the position.
- Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

REPORTS TO: School Principal

SUPERVISES: Students and assigned personnel

CONTRACT DAYS: 187 days.

SALARY: Salary is based on appropriate step on the approved OCS salary schedule.

EVALUATION: Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.

JOB GOAL: To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible members of society.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:
The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.
1. Attend school during assigned hours.
2. Adhere to school system rules, administration procedures, local board policy, and state and federal rules and regulations.
3. Attend faculty and other assigned meetings.
4. Participate in the State Board and system required in-service and professional development.
5. Assists in implementing all policies and rules governing student life and conduct.
6. Perform reasonable duties necessary for the safe and effective operation of the school.
7. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
8. Exhibit positive human relations skills and professional ethics.
9. Demonstrate proficiency in written and oral communication.
10. Demonstrate competency in the use of computers and available technology.
11. Contribute to the overall development of an effective school program.
12. Know teaching subject area and be properly certified.
13. Organize and communicate subject matter.

14. Follow courses of study prescribed by the State Board.
15. Develop, correlate and supervise the use of instructional materials.
16. Organize and manage a classroom conducive to successful learning experiences.
17. Evaluate student performance and progress.
18. Provide individualized instruction as required.
19. Record and maintain necessary records and reports.
20. Provide supervision and discipline.
21. Work constructively with parents, student and other teachers.
22. Supervise the distribution, use, care and inventory of textbooks and other school provided devices.
23. Determine student needs and objectives.
24. Implement activities using a variety of techniques that utilize instructional time to meet objectives.
25. Engage in personal professional growth and demonstrate professional ethics and leadership.
26. Communicate concerns and requests to administrators in an appropriate and timely manner.
27. Perform other duties as might be reasonably assigned by the Principal or Superintendent or by direction of the Board.

PHYSICAL DEMANDS: Must be physically able to perform the essential job functions.

DATE OF LAST REVIEW: 03/24/2025   **DATE OF LAST REVISION: 03/24/2025**

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Oneonta City Board of Education reserves the right to amend the job description as needed, without notice.

Oneonta City Schools is an equal opportunity employer and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, creed, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.

Reviewed and agreed to by: _____ _____   Date:_____
                                         Printed name of employee   Signature