

**CABELL COUNTY SCHOOLS**  
**JOB DESCRIPTION**  
**Elementary Teacher**

**Position:** Elementary Classroom Teacher  
(Grades K-5)

**Supervisor:** Principal/Assistant Principal

**Salary:** As per Cabell County pay schedule

**Length of Employment:** 200 Days

**Job Description:** The elementary school teacher is assigned as a generalist to deliver a comprehensive educational program in accordance with federal/state law, West Virginia Board of Education, and county policies/regulations.

**Qualifications:** Holds or qualifies for a West Virginia Professional Teaching Certificate endorsed for the area indicated in this posting for the appropriate grade levels applicable to this assignment.

**Responsibilities:**

1. Implement the programs of study approved by the West Virginia Board of Education and the county Board of Education.
2. Create and maintain a classroom climate conducive to learning for all students.
3. Utilize instructional management systems models that increase student learning
4. Monitor student progress toward mastery of content standards and objectives.
5. Communicate effectively with the educational community and parents/guardians on a regular basis.
6. Demonstrate competence in the knowledge and implementation of the technology standards.
7. Demonstrate competence in standards-based lesson design and implementation.
8. Meet Federal, State, County and School policies (State Assessment, IEP, 504, SAT plans, technology usage, attendance, grading, record keeping, supervision of students, etc.)
9. Implement the state and county testing program in accordance with state and county policies.
10. Complete and submit all reports in a timely manner as required by law, the West Virginia Department of Education, and/or the county Board of Education.
11. Report the presence of any situation that may be harmful to the health and safety of the students and/or staff.
12. Identify and refer for screening and evaluation any child who has learning deficiencies.
13. Advise the principal of the presence of any situation that may require immediate intervention so as not to hinder the instructional program.
14. Complete duty assignments as designated by the principal.
15. Communicate to parents/guardians the progress and/or deficiencies of students.

16. Accept responsibility for the behavior of the students assigned.
17. Supervise students at all times in accordance with state, county and school policies.
18. Attend all faculty senate and other required meetings.
19. Fulfill annual continuing education requirements and attend other required training programs.
20. Report student attendance as legally required and in accordance with county policy.
21. Maintain and order supplies and equipment necessary for the successful operation of the instructional program.
22. Accept reasonable extra duty assignments necessary for a successful school program.
23. Use benchmarks and formative assessment on a regular basis to guide instructional plans.
24. Participate in school and district in-service trainings to gain knowledge of school and district initiatives.
25. Establish and maintain standards of classroom management that foster a learning environment.
26. Provide individual and group instruction designed to meet individual needs and motivate students.
27. Maintain professional work habits.
28. Maintain and upgrade professional skills.
29. Meet all professional responsibilities.
30. Perform other duties and responsibilities as assigned by the principal/assistant principal.

