

**Cabell County Schools**  
**Job Description**  
**High School Teacher**

**Position:** High School Teacher  
(Grades 9 – 12)

**Supervisor:** Principal/Assistant Principal

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

**Length of Employment:** 200 Days

**Job Description:** The high school teacher is assigned 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 subject and grade level indicated in this posting as applicable to this assignment.

**Responsibilities:**

1. To implement the programs of study approved by the West Virginia Board of Education and the county Board of Education.
2. To foster a classroom climate conducive to learning.
3. To utilize instructional management systems models that increase student learning.
4. To monitor student progress toward mastery of instructional standards, goals and objectives.
5. To communicate effectively with the educational community and parents/guardians on a regular basis.
6. To meet professional responsibilities associated with this position.
7. To demonstrate accurate and current knowledge in the subject field.
8. To implement a variety of instructional strategies to enhance and maximize student engagement.
9. To demonstrate competence in the knowledge and implementation of the technology used for instruction.
10. To analyze the students' test results to identify each student's strengths and weaknesses.
11. To assist, as necessary, with the state and county testing program in accordance with state and county policies.
12. To collaborate with other classroom teachers and/or specialists in the design and modification of the instructional programs as needed.
13. To 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.

14. To report the present of any situation that may be harmful to the health and safety of the students and/or staff.
15. To identify and refer for screening and evaluation any child who has learning deficiencies.
16. To advise the principal of the presence of any situation that may require immediate intervention so as not to hinder the instructional program.
17. To complete duty assignments as designated by the principal.
18. To communicate to parents/guardians the progress and/or deficiencies of students.
19. To accept responsibility for the behavior of the students assigned.
20. To follow established school discipline procedures and rules which include the WV Board of Education Policy 4373 – Student Code of Conduct.
21. Treats students in a fair and equitable manner.
22. Incorporate higher level thinking skills in the classroom.
23. To assist student in developing productive work habits and study skills.
24. To provide instructional pacing to ensure student understanding.
25. To maximize student time on task.
26. To assign developmentally appropriate tasks.
27. To prepare and implement lesson planning as described in WV State Code and documentation by the Office of Educational Performance Accountability (OEPA)
28. To accommodate individual learning difference and implement Individual Education Plans/504 Plans and SAT plans as required by federal and state law.
29. To supervise students at all times in accordance with state, county and school policies.
30. To attend all faculty senate and other required meetings.
31. To fulfill annual continuing education requirements and attend other required training programs.
32. To take student attendance as legally required and in accordance with county policy.
33. To maintain and order supplies and equipment necessary for the successful operation of the instructional program.
34. To accept reasonable extra duty assignments necessary for a successful school program.
35. To maintain professional work habits.
36. To maintain and upgrade professional skills.
37. To perform other duties and responsibilities as assigned by the principal.

