

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

**Position:** Middle School Teacher  
(Grades 6 – 8)

**Supervisor:** Principal/Assistant Principal

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

**Length of Employment:** 200 Days

**Job Description:** The middle 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. Implement the programs of study approved by the West Virginia Board of Education and the county Board of Education.
2. Actively engage in middle school procedures such as advisory and team planning.
3. Maintain professional work habits to promote a collaborative, supportive learning climate.
4. Utilize standards-driven instruction using state-approved curricula.
5. Create and maintain a classroom climate conducive to learning for all students.
6. Utilize instructional management systems models that increase student learning
7. Demonstrate a deep and extensive knowledge of the subject matter
8. Monitor student progress toward mastery of content standards and objectives.
9. Communicate effectively with the educational community and parents/guardians on a regular basis.
10. Demonstrate competence in the knowledge and implementation of the technology standards.
11. Demonstrate competence in standards-based lesson design and implementation.
12. Meet Federal, State, County and School policies (State Assessment, IEP, 504, SAT plans, technology usage, attendance, grading, record keeping, supervision of students, etc.)
13. Implement the state and county testing program in accordance with state and county policies.
14. 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.

15. Report the presence of any situation that may be harmful to the health and safety of the students and/or staff.
16. Identify and refer for screening and evaluation any student who has learning deficiencies.
17. Advise the principal of the presence of any situation that may require immediate intervention so as not to hinder the instructional program.
18. Complete duty assignments as designated by the principal.
19. Communicate to parents/guardians the progress and/or deficiencies of students.
20. Accept responsibility for the behavior of the students assigned.
21. Supervise students at all times in accordance with state, county and school policies.
22. Attend all faculty senate and other required meetings.
23. Fulfill annual continuing education requirements and attend other required training programs.
24. Report student attendance as legally required and in accordance with county policy.
25. Maintain and order supplies and equipment necessary for the successful operation of the instructional program.
26. Accept reasonable extra duty assignments necessary for a successful school program.
27. Utilize a balanced assessment approach to guide student learning.
28. Participate in school and district in-service trainings to gain knowledge of school and district initiatives.
29. Establish and maintain standards of classroom management that foster a learning environment.
30. Provide individual and group instruction designed to meet individual needs and motivate students.
31. Maintain professional work habits.
32. Maintain and upgrade professional skills.
33. Meet all professional responsibilities.
34. Perform other duties and responsibilities as assigned by the principal/assistant principal.

Revised 3/24/16