

**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.



# **Cabell County Public Schools Job Expectations/Responsibilities for Teachers Expeditionary Learning School**

**Reports to: Principal and/or Administrative Designee**

**Salary: per county salary schedule**

The Expeditionary Learning School will serve students in grades Pre-K – 5. The Expeditionary Learning School will serve students from the current Peyton Elementary School and Geneva Kent Elementary School Districts. The Expeditionary Learning School will provide students with a project-based curriculum and program of learning and development. The new EL school will offer a school environment dedicated to academic excellence, diversity and the building of character and community. As an Expeditionary Learning School, curriculum will be organized around interdisciplinary learning expeditions. Collaboration, cooperation, and teamwork are integral components of EL. Through ongoing professional development, the staff members will be supported in engaging, active pedagogy practices. Fieldwork, service-learning, student-led conferences, exhibitions of student work, and family involvement are core features that will contribute to a school culture of respect, responsibility, and engagement in learning.

**Job Description:** Teachers will have the opportunity to create a new, high performing public elementary school drawing from the researched based principles of Expeditionary Learning. These teachers will engage students in rigorous academics and strong character development guided by the vision and standards provided by Cabell County Schools and Expeditionary Learning. Due to the uniqueness of the Expeditionary Learning model, teachers will be required to attend staff development during the summer and/or other times during the year when it is scheduled, receiving compensation for their time. Teachers may also be required to loop grade levels (teach grade levels in sequence) with their students during the elementary years, especially the first and second grades and the third and fourth grades. In addition to the regular teacher job description and other duties assigned by the building principal, roles and responsibilities for these positions will include, but are not limited to:

## **Design and Conduct Learning Expeditions and Inquiry Based Investigations**

- Design, develop, and evaluate standards based expeditions using the EL Planning Template. The number of expeditions will be set by the principal with the initial goal of at least one while working towards three each school year.
- Develop and implement rubrics, performance based assessments and other classroom assessments that evaluate student achievement on a consistent basis.
- Employ a variety of instructional strategies to meet diverse learning needs.
- Arrange and develop well-planned fieldwork, adventure and service/civics experiences (day trips and extended trips that may include overnight).
- Assure expeditions are replicable for each year.

## **Support Students in Developing Portfolios**

- Supervise the development of student portfolios according to standards and school requirements.

- Establish systems such as work critique sessions, check-in deadlines, etc. to support portfolio development.
- Communicate with parents about portfolio requirements and the role they play in the culture of the school.
- Maintain a grade level Exemplary Portfolio

### **Lead Crews**

- All teachers will be Crew leaders.
- Support student achievement and character development through formal and informal channels (incident reports, Individual Academic/Social Plans, Student Achievement Reports, academic support and restitution, etc.).
- Model, infuse and embed code of conduct and character traits throughout every part of the school day and throughout the curriculum. Follow school procedures for concerns, referrals, etc.
- Conduct goal-setting conferences in fall and winter, Student-Led Parent-Crew leader conferences twice per year, and individual conferences as needed. Place copies of all appropriate reports in student files at end-of-year, end of grade level or when a student is no longer enrolled.
- Administer/participate in all state and national tests required by the state. Analyze and interpret data as a crew in order to celebrate successes and meet challenges.

### **Participate in the Life of the Community**

- Work as part of a team.
- Actively support school goals including code of conduct, character traits and development, inquiry based curriculum, safety policy, design principles, core practices, etc.
- Meet with families as required and needed.
- Facilitate meetings (in and out of school) as scheduled and/or required.
- Respond to requests for feedback in a timely manner.
- Participate in community meetings and celebrations.

### **Professional Development**

- Participate as a contributing member of a professional learning community fostering a spirit of collaboration.
- Participate in off-site professional development opportunities.
- Identify areas of challenge and take responsibility to research and/or ask for staff development opportunities to strengthen these areas.
- Regularly attend crew meetings. Avoid scheduling conferences, medical appointments, etc. during these times.
- Share the great things you're doing in your classroom with others.
- Participate in partnership programs with the university and other organizations.