

Cabell County Schools Job Description

Title Of Vacancy:	High School Teacher Grades 9-12
Location:	As per job posting
Position Type:	Teacher
Employment Term:	200 days
Application Portal:	https://jobs.cabe.k12.wv.us/
Salary:	As per Cabell County pay schedule
Supervisor:	Principal/Assistant Principal
Job Summary:	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.
Qualification:	Holds or qualifies for a West Virginia Professional Teacher Certificate endorsed for the subject and grade level indicated in this posting as applicable to this assignment.
Duties and Responsibilities:	1. Implement the programs of study approved by the West Virginia Board of Education and the county Board of Education. 2. Foster a classroom climate conducive to learning. 3. Utilize instructional management systems models that increase student learning. 4. Monitor student progress toward mastery of instructional standards, goals and objectives. 5. Communicate effectively with the educational community and parents/guardians on a regular basis. 6. Actively use a Multi-Tiered System of Supports (WVTSS) to deliver instruction. 7. Teach students to the mastery of the West Virginia College-Career-Readiness Standards specific to the grades and subject being taught. 8. Meet professional responsibilities associated with this position. 9. Demonstrate accurate and current knowledge in the subject field. 10. Implement a variety of instructional strategies to enhance and maximize student engagement. 11. Demonstrate competence in the knowledge and implementation of technology.

Cabell County Schools Job Description

12. Analyze the students' test results to identify each student's strengths and weaknesses.
13. Assist, as necessary, with the state and county testing program in accordance with state and county policies.
14. Collaborate with other classroom teachers and/or specialists in the design and modification of the instructional programs.
15. Communicate effectively with the educational community and parents/guardians on a regular basis (learning platforms, email, and phone).
16. 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.
17. Report the present of any situation that may be harmful to the health and safety of the students and/or staff.
18. Identify and refer to screening and evaluation of any child who has learning deficiencies.
19. Advise the principal of the presence of any situation that may require immediate intervention so as not to hinder the instructional program.
20. Accept reasonable extra duty assignments necessary for a successful school program.
21. Complete duty assignments as designated by the principal.
22. Communicate to parents/guardians about the progress and/or deficiencies of students.
23. Accept responsibility for the behavior of the students assigned.
24. Follow established school discipline procedures and rules which include the Board of Education Policy 4373 — Student Code of Conduct.
25. Incorporate higher level thinking skills in the classroom and maximize student time on task.
26. Assist students in developing productive work habits and study skills.
27. Provide instructional pacing to ensure student understanding and developmentally appropriate tasks.
28. Accommodate individual learning differences and implement Individual Education Plans/504 Plans and SAT plans as required by federal and state law.
29. Supervise students at all times in accordance with state, county, and school policies.
30. Attend all faculty senate and other required meetings.
31. Participate in data and/or Professional Learning Communities (PLC) meetings in the analysis and utilization of assessment data to improve student achievement.

Cabell County Schools Job Description

32. Fulfill annual continuing education requirements and attend other required training programs.
33. Take student attendance as legally required and in accordance with county policy.
34. Maintain and order supplies and equipment necessary for the successful operation of the instructional program.
35. Maintain professional work habits.
36. Anyone accepting this position is mandated to report suspected abuse and neglect.
37. Maintain and upgrade professional skills.
38. In the event of a directive issued by the Cabell County Superintendent of Schools, instruction may be modified (ex: remote/distance learning). Modification of instruction may include, but not limited to:
 - a. Conducting school-based, in-person instruction.
 - b. Conducting instruction virtually.
 - c. Ability to use virtual formats, using Teams, or other approved online platforms.
 - d. Ability to support instruction for students who may participate virtually, remotely, or in person
 - e. Ability to provide support to families, virtually or by phone
 - f. Use of documentation logs for communication as evidence of instruction
 - g. Use of documentation logs for communication as evidence of instruction
39. Perform other duties and responsibilities as assigned by the principal.

Additional Information: