



# The Village Green

Virtual Public Charter School

## General Duties - Teacher

This listing of Teacher Duties and Responsibilities serves to describe the expectations for teachers in addition to and concert with the expected teaching practices as outlined in the Village Green Faculty Practices Guide. Contrary to many anachronistic views of the teacher's job description, teaching at VGV is more than simply having the responsibility "to teach." The job is as expansive as the needs of the school and its students and families.

**A. Follows professional practices consistent with school and system policies in working with students, students' records, parents, and colleagues**

1. Demonstrates high degrees of proficiency in communication and interpersonal skills as they relate to dealings with students, parents, other teachers, administrators, and other school personnel.
2. Prioritizes availability to students and parents for conferences per system policies both as a teacher, case manager and advisor. Also, meets with school Social Worker when concerns arise regarding the mental health/well-being of the student. Works as a case manager to assist the Clinical Staff in the promotion of school based wrap around services.
3. Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications (email)
4. Maintains confidentiality of students and students' records, as there is an expectation that teachers will meet one-on-one with special needs students as concerns arise, and review all Individual Education Plans (IEP) to ensure compliance with State and Federal regulations.
5. Works cooperatively with school administrators, special support personnel, colleagues, and parents, attends IEP meetings as required fully prepared with notes on social and academic behaviors.
6. Has highly developed computer skills about Edgenuity, cloud based software and Alma.

**B. Complies with rules, regulations, and policies of governing agencies and supervisory personnel**

1. Complies with state administrative regulations and Board of Trustees policies
2. Adheres to school procedures and rules as outlined in the Employee Handbook
3. Conducts assigned classes and attends meetings at the times scheduled
4. Enforces regulations and provides timely documentation concerning student conduct and discipline
5. Demonstrates timeliness and attendance for assigned responsibilities

6. Provides adequate information, plans, and materials for substitute teacher
7. Maintains accurate, complete, and appropriate records and files reports promptly
8. Attends and participates in faculty meetings and other assigned meetings and activities per school policy
9. Complies with conditions as stated in contract and Employee Manual

**C. Demonstrates professional practices in teaching**

1. Models correct use of language, oral and written
2. Demonstrates accurate and up-to-date knowledge of content and content standards
3. Implements designated curriculum
4. Maintains lesson plans as required by school policy
5. Assigns reasonable tasks and homework to students
6. Participates in professional development opportunities and applies the concepts to classroom and school activities

**D. Acts in a professional manner and assumes responsibility for the total school program, its safety and good order**

1. Takes precautions to protect records, equipment, materials, and facilities
2. Assumes responsibility for supervising students in out-of-class settings
3. Demonstrates appropriate personal contact while in performance of school duties

**E. Assumes a role in meeting the school's student achievement goals, including academic gains of students assigned to the teacher**

1. Participates in data interpretation of both school-wide formative and summative assessments.
2. Participates in Curricular Planning Exercises and Common Planning Time
3. Aligns all instructional and assessment plans to Common Core Standards
4. Actively uses technology, exhibitions and individual and group projects in every class.
5. Maintains Alma presence for classroom communication and posting of assignments