

## **Job Description**

<b>Position Title:</b>	Supervising Teacher
<b>Department:</b>	Grambling State University Laboratory High School
<b>Job Qualifications:</b>	College Degree, valid Louisiana Teaching Certificate with certification in field of instruction
<b>Reports To:</b>	Principal of school(s) assigned

### **Responsibilities: Teacher**

1. Plans and prepares for teaching of classes assigned, and shows written evidence of preparation upon request of immediate supervisor.
2. Meets with, controls, and instructs assigned classes in the locations and at times designated. Sound classroom management technique shall be developed by the teacher.
3. Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by Grambling State University College of Education.
4. Evaluates progress of pupils being taught at regular intervals and reports this progress to parents at designated times.
5. Takes necessary and reasonable precautions to protect students, equipment, books, material, and facilities.
6. Assist in upholding and enforcing school rules, administrative regulations, and university policy in a manner that effects a smooth operation of the educational enterprise.
7. Maintains neat, accurate, and complete records as required by law, university policy, and administrative regulations.
8. Punctual with reports, assigned work, duty obligations and notifies principal or designated person of impending absence.
9. Encourage parent interest and is available for conferences.
10. In the event of absence, supplies substitute with adequate plans and materials.
11. Becomes knowledgeable about curriculum, guides, procedural bulletins, and available resources in the system.
12. Plans for and exhibits professional growth by (a) writing a professional growth plan, (b) participating in in-service training, (c) attending faculty meetings, (d) conducting a self- evaluation, and (e) contributing to faculty studies.
13. Adheres to professional standards of behavior in dealing parents, students, teachers, and other school personnel. Exerts an effort to cultivate a wholesome rapport with students, parents, teachers, and other personnel.

14. Performs any duty, not specifically assigned, assigned, as deemed necessary by the principal or designated person in order to sustain continuity where needed.
15. Must follow the specific instructional requirement established by the State Department of Education  
And the State Board of Elementary and Secondary Education in the various bulletins adopted by each.

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Signature

\_\_\_\_\_  
Date

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Principal Signature

\_\_\_\_\_  
Date