

## Job Description

**Job Title:** English Teacher  
**Position Code:** 7E03 / GE03, 7E04 / GE04  
**Job Classification:** Exempt

**Supervisor:** Principal  
**Pay Grade:** 35A, 37A, 38A, 39A  
**Contract Length:** 192 Days

### Job Summary

Position is responsible for creating a classroom environment that develops in each student skills of listening, speaking, reading, and writing that are fundamental to effective communication and literate citizenship; that develops appreciation of good literature of all types; that motivates students to read widely for information and recreation; that develops standards for critical judgment of written and oral communications transmitted by mass media; and that discovers and develops special talents of students in the field of English to prepare each student to meet the Virginia SOL standards.

### Essential Duties

1. Teaches content and skills in English language, literature, composition, reading, journalism to secondary students, utilizing curriculum designated by Newport News Public Schools.
2. Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of Newport News Public Schools.
3. Adapts English material and methods to develop relevant sequential assignments and lesson plans that guide and challenge students.
4. Develops lesson plans and supplementary materials compatible with the division's basic instructional philosophy and congruent with course / SOL standards; provides individualized and small group instruction in order to adapt the curriculum to the needs of each student and subgroups of students.
5. Evaluates academic and social growth of students, prepares report cards, keeps appropriate records to include attendance reports, checklists, census forms, and other recordkeeping activities as necessary.
6. Encourages students to think independently and to express original ideas.
7. Evaluates each student's progress in meeting the course standards for English skills (listening, speaking, reading and writing).
8. Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.
9. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve learning, health and attitude problems.
10. Communicates with parents and school counselors on student progress.
11. Supervises students in assigned out-of-classroom activities during the working day.
12. Participates in faculty committees and the sponsorship of student activities.
13. Administers testing in accordance with division testing practices.
14. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Maintains professional competence by attending staff development programs, curriculum development meetings and other professional activities.
2. Participates in various student and parent activities which occur in school including PTA, student clubs and after-school activities.
3. Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.
4. Performs any other related duties as assigned by the Principal or other appropriate administrator.

**Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Bachelor’s or Master’s degree in education or a related field. Must be eligible or possess Virginia Collegiate Professional License or Postgraduate Professional License with appropriate endorsement to teach English. Must possess ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, & the public.

**Working Conditions and Physical Requirements**

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, and reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

**Supervision Exercised:** May include instructional assistants, volunteers, tutors.

**Supervision Received:** Principal

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Teacher will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print) Signature Date

Revised 09/19 CR