

**ENCLOSURE**  
**October 13, 2025**

**OLDHAM COUNTY BOARD OF EDUCATION**

**CONCERN**

Consider approval of the job description for a teacher in Oldham County Schools.

**DISCUSSION**

While the expectations of a teacher have always been understood through the evaluation process in Oldham County Schools, there has not been a documented teacher job description attached to job postings for the sake of prospective employees applying for jobs. This job description is meant to clearly state the variety of tasks and responsibilities that a teacher in Oldham County will perform, once they are hired in Oldham County.

**RECOMMENDATION**

Approve the teacher job description.

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Carly Clem, Board Chair

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Claudette Herald, Superintendent

**OLDHAM COUNTY BOARD OF EDUCATION  
ADMINISTRATIVE REGULATION**

**JOB DESCRIPTION:**

Teacher **AR NUMBER**

**MINIMUM QUALIFICATIONS:**

- 1: **Education:** Bachelor's degree or higher in the specific field of education for which a job is sought.
- 2: **Certification:** Valid state teaching license or eligibility for licensure.
- 3: **Experience:** Previous teaching experience is preferred but not required.
- 4: **Skills:** Strong communication, organizational, and interpersonal skills.
- 5: **Attributes:** A positive attitude, a growth mindset, and a genuine passion for working with children.

**REPORTS TO:** Building Level Principal

**JOB GOAL:** To implement instruction and support Oldham County's strong commitment toward delivering a top-notch education to every child.

**PERFORMANCE RESPONSIBILITIES:**

- 1: **Curriculum & Instruction:** Develop and implement engaging lesson plans that align with state and district standards.
- 2: **Classroom Management:** Create a positive, safe, and inclusive learning environment that encourages respect, collaboration, and critical thinking.
- 3: **Assessment:** Administer various formative and summative assessments to monitor student progress and adjust instruction as needed.
- 4: **Parent-Teacher Communication:** Regularly communicate with parents and guardians to discuss student performance, share successes, and address concerns.
- 5: **Collaboration:** Work collaboratively with fellow teachers, school staff, and administrators to support the school's mission and goals.
- 6: **Professional Development:** Actively participate in professional development opportunities and stay current with best practices in education.
- 7: **Other duties** as assigned by school administration.

**TERMS OF EMPLOYMENT:**

Compensation will be determined by the Superintendent based on 187 contract days and appropriate board-approved teacher salary schedule.