

LANCASTER COUNTY SCHOOL DISTRICT, SOUTH CAROLINA
JOB DESCRIPTION, FEBRUARY 2012 (Rev. 2 - 5/17/2016)

JOB TITLE: TEACHER

GENERAL STATEMENT OF JOB

Facilitate student success in academic and interpersonal skills through academic courses of study and by implementing district approved curriculum, documenting teaching and student progress/activities/outcomes; addressing specific needs of students; providing a safe and optimal learning environment; and providing feedback to students, parents and administration regarding progress, expectations, goals, etc. Uses standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Under limited supervision by the school principal or his/her designee, assist school administrators by delivering thorough instruction to students according to South Carolina Department of Education Curriculum Standards. Demonstrate classroom management at all times. Serve as an exemplary role model at all times. Report incidents (e.g. fights, suspected child and/or substance abuse, etc.) in a timely fashion. Regularly communicate professionally and effectively with administration, parents and relevant stakeholders regarding students' achievement and behavior. Attend all parent teacher conferences. Attend, participate, and contribute to all IEP meeting when applicable. Provide guidance and assistance to instructional assistants, volunteers, and/or student aides when appropriate. Ensure that various instructional strategies are executed to encourage academic growth in diverse learners. Perform additional duties (lunch, bus, hall, morning etc.) as directed by school administration. Serve as mentor or SAFE-T evaluator if certified and requested by Administration. Attend required professional development sessions. Maintain teacher certification as outlined by the South Carolina Department of Education. Assist school administrators, teachers and staff with various routine and/or specialized clerical and administrative duties when appropriate. Assist others with academic instruction and classroom activities, focusing efforts on either groups of students or individuals as necessary. Ensure laboratories and classroom arrangement is conducive to learning. Assist with coordinating and implementing special school/classroom projects and programs as assigned, including but not limited to field trips. Prepare detailed lesson plans for daily instructional purposes and approved absences. Proctor, monitor, or administer testing. Create syllabi, lesson plans, rules, expectations, and procedures for classroom/students. Properly maintain materials, records, and correspondences. Create and maintain student discipline records, files, detention lists and parent notifications. Prepare packets for disciplinary hearings and quarterly reports for school administrators and District Hearing Officer. Schedule and arranges class coverage for parent-teacher conferences and other teacher meetings as necessary. Prepare student academic report packets. Maintain records of textbook assignments; receipt monies for lost texts; collect books at end of school term. Make daily announcements over the public address systems. Respond timely to inquiries and requests for assistance in areas of responsibility. With safety and care, operate and maintain a variety of equipment including, but not limited to computer, printer, typewriter, copier, fax machine, telephone, two-way radio, laminating machine, calculator, binding machine, paper shredder, audio-visual equipment, die cut machine, oral thermometer, etc. Interact and communicate with a diverse group of individuals including, but not limited to co-workers, school administrators and staff, students, parents/guardians, volunteers, and the general public.

ADDITIONAL JOB FUNCTIONS

May perform non-related and/or specialized duties as assigned. Assist with new student registration. Collect and account for student fees, fines and payments. Assist with routine health room duties as required; call parents/guardians regarding student health as necessary.

MINIMUM TRAINING AND EXPERIENCE

Requires Bachelors degree in grade/subject area with a valid South Carolina Teaching Certificate. Possess Highly Qualified status in grade/subject area according to No Child Left Behind legislation. PACE, CATE, ABCTE, and other alternative routes for obtaining teacher certification must meet South Carolina Department of Education certification requirements for approval.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Requires light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a recurring basis.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from administration and giving instruction and/or assignments to subordinates or students.

Language Ability: Requires the ability to read a variety of policy and procedure manuals, curriculum materials, texts, computer manuals, etc. Requires the ability to enter data into computer and prepare reports, records, teaching materials, correspondence, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to respectfully speak with courtesy, poise, voice control and confidence and to articulate information to others.

Intelligence: Requires the ability to apply principles of rational and logical systems to resolve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to use influence systems in classroom teaching. Requires the ability to make routine independent judgments in the absence of administration; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery functions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give oral and written instructions; to counsel and teach students. Must be able to communicate professionally, effectively and efficiently with students, teachers and parents, and with persons of varying ages and educational/cultural backgrounds.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications devices.

Manual Dexterity: Requires the ability to handle a variety of items including, but not limited to computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal professionally with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency or tight deadline. The worker may be subject to danger or risk to a slight degree, or to tension as a regular, consistent part of the job.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through telecommunicating devices.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Lancaster County School District as they pertain to the skills required to perform multiple, high complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job as teacher include, but is not limited to planning and managing projects; and using pertinent software applications to review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job including, but not being limited to stages of child development. Ability is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; use basic, job related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; and working with frequent interruptions. Utilization of some resources from other work units is often required to perform the job's functions. There is continual opportunity to positively impact instructional services.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations for students.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to principal with respect to all leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with minimum supervision and instructions.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and

with minimum errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation with internal and external entities with whom the position interacts.

Relationships with Others: Shares knowledge with principal, assistant principal and colleagues for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships with internal and external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

Leading: Provides a work environment which encourages clear and open communications. Has clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

Delegating: Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel. Listens to and considers suggestions and concerns, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. District reserves exclusive rights to alter this job description at any time without notice.