

# BERKELEY COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

**TITLE:** Teacher

**FLSA:** Exempt

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### GENERAL SUMMARY

Under general supervision assists in ensuring that the district **Vision, Mission and Goals** are achieved and under general supervision assists students in learning subject matter and/or skills that will contribute to their development as mature, able, and responsible men and women. The teacher reports to the school Principal.

### ESSENTIAL FUNCTIONS

Cooperates in developing a program of continuous progress consistent with district goals and objectives to meet the needs, interests, and abilities of pupils;

Keeps abreast of changes and district policies and students' needs and interests;

Establishes clear and appropriate objectives for all classroom activities and communicates these objectives to students;

Employs instructional methods and materials that are most appropriate for meeting stated objectives;

Assesses the accomplishments of students on a regular basis and provides progress reports as required;

Analyzes progress of individual students on a regular basis and seeks appropriate assistance as needed;

Cooperates with other members of the staff in planning instructional goals, objectives, and methods;

Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of pupils;

Plans and supervises purposeful assignments for teacher aide(s) and/or volunteers and evaluates their performance;

Provides adequate plans for substitute teachers and evaluates their performance;

Seeks the cooperation and assistance of parents through oral or written communication and/or home visits;

Makes provisions for being available to students and parents for education related purposes when required or requested to do so under reasonable terms;

Maintains accurate, complete, and correct records as required by law, district policies, and administrative regulations;

Takes all necessary and reasonable precautions to protect students and to properly care for all property, equipment, materials, and facilities;

Assists in upholding and enforcing school rules, administrative regulations, and board policies;

Is punctual and responsible in performing all duties and activities as assigned;

Assists the administration in implementing all policies and/or rules governing student life, conduct and behavior in a fair and just manner;

Provides for his/her own professional growth through an on-going program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning;

Participates in school or district staff development programs as assigned by principal or superintendent;

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Attends staff meetings, serves on staff committees as requested, and accepts a share of responsibility for co-curricular or other activities as assigned by principal or superintendent;

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures; and

Perform other related duties as required.

## **JOB SPECIFICATIONS**

### **Education and Experience:**

Education and experience as required by state certification authorities

### **Knowledge:**

Job requires knowledge of the policies, procedures and activities of the school district which pertain to the specific duties and responsibilities of the position; knowledge in the methods for developing lesson plans and materials, and classroom activities which stimulate learning; knowledge of the records, forms and reports which must be prepared and maintained; knowledge of proper maintenance of equipment, materials and supplies used in daily activities; knowledge of counseling methods necessary for handling student academic and adjustment problems; and knowledge of the materials and information which must be prepared for classroom instructional activities.

### **Skills/Effort:**

Job requires the ability to provide instruction to students through explanation, demonstration and/or supervised practice, ability to supervise students and maintain order in various classroom and instructional activities and situations; ability to operate general office equipment in the performance of daily activities; ability to prepare lesson plans, tests, and instructional materials for classroom activities; ability to identify student adjustment and/or academic problems, provide counseling and/or recommend appropriate remedial action to parents; ability to communicate effectively with students and their parents, district staff, and all other groups involved in the activities of the job.

### **Working Conditions:**

Requires ability to work under a degree of stress related to duties that require constant attention and working with students. Physical demands are restricted to classroom work requiring lifting/moving of items up to 35 pounds. Occasional local travel is required; no overnight travel is required. Job requires the operation of standard office equipment. Berkeley County School District is a smoke free district.

### **Responsibility:**

Responsible for classroom materials and supplies budget  
Supervises students in classroom  
Supervises instructional aides and volunteers assigned

## **DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

### **SIGNATURES:**

_____	Date: _____
_____	Date: _____
_____	Date: _____