

CAROLINE COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION
Job Description: Teacher

JOB TITLE: Teacher	LOCATION: Elementary
IMMEDIATE SUPERVISOR: Principal	WORK SCHEDULE: 10-month Teacher 200 PAY GRADE:
SPECIAL REQUIREMENTS: Regular and reliable attendance is required for this position	FLSA STATUS: Exempt
EDUCATION/EXPERIENCE: Hold a Bachelor of Arts or Science degree from a four year accredited college or university; Have a Postgraduate Professional License with endorsement(s) in the appropriate area (early childhood education) (PreK or NK); Demonstrate ability to work cooperatively with students, teachers, parents, and all stakeholders.	

JOB GOAL: To work with the principal and colleagues in the implementation of the specified curriculum, student services, and other tasks that provide the support necessary to instruct children in activities designed to promote social and emotional, physical and intellectual growth needed by performing the specified responsibilities and duties.

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

PERFORMANCE RESPONSIBILITIES: Other duties may be assigned. Essential duties must be performed on site.

- 1) Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
- 2) Develops schemes of work, lesson plans and tests that are in accordance with established procedures.
- 3) Instruct and monitor students in the use of learning materials and equipment.
- 4) Use relevant technology to support and differentiate instruction.
- 5) Manage student behavior in the classroom by establishing and enforcing rules and procedures.
- 6) Maintain discipline in accordance with the rules and disciplinary systems of the school.
- 7) Provide appropriate feedback on work.
- 8) Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
- 9) Maintain accurate and complete records of students' progress and development.
- 10) Update all necessary records accurately and completely as required by laws, district policies and school regulations.
- 11) Prepare required reports on students and activities.
- 12) Participate in department, school, district and parent meetings.
- 13) Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- 14) Establish and communicate clear objectives for all learning activities.
- 15) Prepare the classroom for class activities.

- 16) Provide a variety of learning materials and resources for use in educational activities.
- 17) Observe and evaluate student's performance and development.
- 18) Assign and grade class work, homework, tests and assignments.
- 19) Other functions of the job include but are not limited to the following.
- 20) Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- 21) Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- 22) Participate in appropriate professional activities.
- 23) Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed.
- 24) Other duties as assigned.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must occasionally push items of 50 lbs. such as pushing children on equipment or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and depth perception. Hearing ability to monitor activity and presence of students and respond to communication with students and adults is required. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

*This position is not eligible for hybrid/remote work unless designated by the Superintendent