

CAROLINE COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION
Job Description: Teacher

JOB TITLE: Teacher-Economics/Personal Finance	LOCATION: As set by the Superintendent
IMMEDIATE SUPERVISOR: Principal SUPERVISES: Teacher aides, clerks, volunteers or other personnel, if assigned	WORK SCHEDULE: 10-M - 200 Days - 7.5 Hrs. PAY GRADE: Teacher Scale
SPECIAL REQUIREMENTS: None	FLSA STATUS: Exempt
EDUCATION/EXPERIENCE: As set by state certification authorities and by the Caroline County School Board	

JOB GOAL:

To help students learn subject matter and/or skills that will contribute to their development as mature, able and responsible men and women

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of RCPS curriculum and techniques for integrating curriculum, CCPS policies, and effective instructional practices; thorough understanding of the teaching and learning process; ability to provide instruction that reflects multiple perspectives and multicultural education; ability to infuse technology into curriculum; ability to work effectively with administrators, colleagues, central office, school based staff, students, parents, and community; excellent oral and written communication and human relations skills.

Content knowledge in the areas of economics, accounting principles/practices, financial markets, banking, credit and insurance are required in order to provide instruction on the required competences.

Knowledge of the structure and content of the English language including the meaning and spellings of words, rules of composition, and grammar.

Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups.

EDUCATION AND EXPERIENCE

Bachelor's Degree in applicable field of education from an accredited college or university. The qualified applicant must hold a valid teaching certificate or be eligible to obtain licensure, with an endorsement in one of the following areas: Business Info Technology, Marketing, Math or Social Studies.

WORK ENVIRONMENT

Primarily controlled temperature and clean classroom environment. Exposure to outside elements may occur during transitions, field trips, and recess.

1. Familiarizes oneself with and abides by school district policies; Stays current in changes in such policies through procedures described by the Board.
2. Establishes and fosters a cooperative working relationship with the staff of the building to which the teacher is assigned, as well as with other District personnel.
3. Exercises mature and professional judgment in teaching and in associations with staff and students.
4. Participates in professional activities as part of the teaching assignment.
5. Demonstrates high standards of professionalism and ethical conduct.
6. Maintains confidentiality of information regarding colleagues, students, and parents.
7. Maintains current certification in appropriate teaching area(s).
8. Maintains adequate and current knowledge of developments within the respective teaching areas and within the areas of instruction and learning.
8. Teaches the District standards in the assigned area; utilizes effective planning for each day's teaching learning activities; clarifies goal and objectives of lessons and assignments; diagnoses and prescribes for student academic and effective strengths and weaknesses, evaluates student progress and achievement, and continually seeks to motivate students for the learning tasks at hand.
9. Provides for reasonable care and safety of students who are assigned to them at all times. Is responsible for the daily safekeeping of students in their charge; must have ability to safely escort assigned students off school premises or otherwise manage students while in emergency situations. This includes following all appropriate crisis management protocols used by the District.

10. Provides proper care and reasonable security for all District property in their custody.
11. Seeks to establish a school climate, which will promote appropriate student discipline. Consistently supports and assists the building staff in maintaining order and discipline among students.
12. Actively participates in Professional Learning Community (PLC) discussions at grade and subject levels.
13. Utilizes instructional materials and other educational resources in a competent and effective manner.
14. Makes use of technology for instructional purposes, as well as for record keeping, administrative and other non-instructional uses as may be required.
15. Performs such other tasks and duties as assigned by the supervisor.

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.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on the Teacher Evaluation System.