Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Number Title: Teacher
Pay Schedule: CCEA
FLSA Status: Exempt
Reports to: Principal

JOB SUMMARY

Creates an atmosphere where the expectation is that all students can learn.

ESSENTIAL JOB FUNCTIONS

- Plans and provides appropriate learning experiences for students.
- Supervises students in a variety of school-related settings.
- Monitors and evaluates student outcomes.
- Communicates and interacts with students, parents, staff, and community.
- Develops, selects, and modifies instructional plans and materials to meet the needs of all students.
- Provides an atmosphere and environment conducive to the intellectual, physical, social, and the emotional development of children.
- Strives to maintain and improve professional competence.
- Maintains appropriate records and follows required procedures and practices.
- Monitors appropriate use and care of equipment, materials, and facilities.
- Attends meetings and serves on staff committees as required.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Must possess a bachelor's degree from an accredited institution.
- Must be eligible for a certificate/license from the Maryland State Department of Education, including but not limited to an initial professional license, professional license, advanced professional license or a conditional license.

KNOWLEDGE, SKILLS AND ABILITIES

- Skill with interpersonal communication and human relations.
- Ability to work with persons from diverse backgrounds.
- Ability to communicate effectively orally and in writing.
- Ability to operate small office equipment, including copy machines or multi-line telephone systems.
- Ability to operate computers for data entry, word processing and/or accounting

purposes.

PHYSICAL DEMANDS

Light Work: Exerting moderate but not constant physical effort to perform light work, typically involving some combination of balancing, climbing, crawling, crouching, feeling, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking and may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds), visual perception and discrimination, the ability to perceive and discriminate sounds, perceive and discriminate color, perceive odors, and require oral communications.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

BENEFITS

- Leave – Sick and Personal (all employees); Vacation (12-month employees)
- Health, Dental, and Vision Insurance (Single and Family), Life Insurance; these are available to those employees with a minimum 0.6 FTE position
- Tuition Reimbursement
- MD State Pension, 403(b), credit union membership
- CCEA – 10-month salary table

Carroll County Public Schools has the right to revise this position description at any time, and ensuing acknowledgement of understanding does not represent in any way a contract of employment.

NOTICE OF NON-DISCRIMINATION

The Board of Education of Carroll County does not engage in discrimination that is unlawful or contrary to Maryland State Department of Education guidance on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, sexual orientation, gender identity, or gender expression.

The Board of Education of Carroll County is firmly committed to creating equal employment and educational opportunities for all persons by providing an environment that supports optimal academic achievement and productive work and is free from any form of unlawful discrimination, including access to school facilities, educational programs, and extracurricular activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3070.