

## **HIGH SCHOOL CLASSROOM TEACHER**

FLSA Status: E  
Days of Work: 190

### **CHEROKEE COUNTY CHOOOL DISTRICT, SOUTH CAROLINA**

#### **JOB DESCRIPTION**

#### **JOB TITLE: HIGH SCHOOL CLASSROOM TEACHER**

#### **GENERAL STATEMENT OF JOB**

Under limited supervision, employs classroom management techniques that result in an atmosphere for teaching/learning in which students can know what they are expected to do. Gives instruction to the students in the content areas assigned by the principal. Reports to the Principal.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES ESSENTIAL JOB FUNCTIONS**

Has a prepared lesson plan that is sufficient for instructing the lesson.

Exercises proper care of materials and equipment.

Communicates needs of the classroom to the proper personnel.

Arrives for work at the assigned hour and does not leave before the assigned time.

Communicates appropriately and effectively with other staff members, parents, students, and with administration.

Accepts assistance, advice, and guidance from people responsible for supervising his/her performance and makes a concerted effort toward improving or refining skills.

Shares ideas, plans, materials, and facilities.

Alert to the district's, school's, and his/her own goals and priorities and seeks professional development appropriate to these needs.

Keeps in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purpose or is required by law.

The teacher, in his/her association with others, respects the rights, feelings, and differences among individuals, and communicates directly with the person(s) involved in any situation.

While exercising his/her contractual responsibilities, complies with those state and local restrictions pertaining to the use of controlled substances, tobacco products, alcohol, and dress.

Does not verbally or physically harass students.

Does not use profanity in the presence of students.

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Does not have any sexual contact with students.

### Standards -

#### A. Classroom Management

1. The teacher begins the class promptly.
2. The teacher communicates to students those behaviors expected of them, or there is evidence that expected behaviors have been communicated.
3. Student exhibit classroom behaviors, which allow for maximum on-task behavior from all participants in the lesson.
4. Inappropriate behaviors receive immediate and appropriate teacher intervention.

#### B. Materials

1. The teacher chooses appropriate materials and/or equipment for teaching a lesson.
2. The teacher handles efficiently the materials and/or equipment in the classroom setting.

**Planning for Instruction** - Plan effectively with respect to establishing teaching strategies, which allow the attainment, by the students, of the lesson's behavioral objective.

- The teacher utilizes a clinical approach to teaching. (Adequate diagnosis and prescription of evidence by students' learning.)
- The teacher uses Lesson Plan Format, as appropriate.
- The behavioral objective for the lesson is appropriate for the learners.

**Teaching the Lesson** - Recognizes student differences in needs, abilities, and interests and imparts instruction so that these differences are met.

- Tells the student exactly what is to be learned in the lesson.
- Tells the student the purpose of the learning and makes it meaningful to their lives.
- Relates the learning from the lesson being taught to previous learnings and verbalizes transfer for the students.
- Students are told how they will be accountable for demonstrating proficiency in the learning.
- Gives students information about the learning.
- Demonstrates sound, up-to-date knowledge of the subject matter being taught.
- Checks periodically throughout the lesson for the students' understanding of the objective.
- Provides practice experiences for the students of the appropriate number and variety to insure mastery of the objective.
- Carefully monitors the guided practice for experience to ensure that students get immediate feedback as to the correctness of their performance.
- Demonstrates knowledge of reinforcement theory throughout the lesson.
- Each aspect of the lesson gives evidence of the teacher's attention to maintaining a classroom climate conducive to learning (Feeling Tone).
- The activities of the lesson demonstrate the teacher's desire to include the interests of the students in the classroom.
- Encourages, praises, and/or acknowledges student effort appropriately.
- Manages instruction in such a way that each student shows some measure of success.

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- There is evidence that practice is scheduled in such a manner as to guarantee retention of learnings.
- Gives students the opportunity to verbalize the critical attribute(s) of the learning before leaving the lesson.
- Collects data from the lesson that enables him/her to evaluate each student's performance and assists in planning tomorrow's lesson.

### Minimum Qualifications:

Bachelor's degree or above. Valid South Carolina teacher's certificate in the assigned teaching area. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### Standards Required to Perform Essential Job Functions

- **Physical Requirements:** Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations.
- **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 supervisor.
- **Language Ability:** Requires the ability to read a variety of policy and procedure manuals, computer manuals, reference materials, etc. Requires the ability to enter data into computer and prepare reports, correspondence, minutes, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.
- **Intelligence:** Requires the ability to apply logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of instructions in oral, written, schedule, mathematical or diagrammatic form; to deal with several abstract and concrete variables. Requires the ability to make independent judgments in the absence of supervisor; 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 oral and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational and 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 machinery.
- **Manual Dexterity:** Requires the ability to handle a variety of items including 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 with people beyond giving and receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency or tight deadline. The worker is subject to tension as a regular, consistent part of the job.

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- **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 a telephone.

### **Essential Functions:**

Meets and instructs assigned classes in the locations and at times designated.

Plans a program of study that meets the individual needs, interests, and abilities of the students and state standards in the subject area.

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

Employs a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.

Provides for a programmed system of homework to support and reinforce daily learning activities.

Utilizes effective classroom management strategies to create a classroom environment that is conducive to learning and developmentally appropriate for students.

Writes lesson plans, daily and long-term

Utilizes technology to enhance student learning.

Maintains a current teaching certificate and highly qualified status based on the "No Child Left Behind" guidelines.

Strives to implement by instruction and action the District's philosophy of education and instructional goals and objectives.

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

Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of District specialists as required.

Takes all the necessary and reasonable precautions to protect students, equipment, materials and facilities.

Maintains accurate, complete and correct records as required by law, District policy, and administrative regulation.

Performs all other duties and responsibilities as assigned.

Provides full, willing and helpful cooperation in carrying out all reasonable instructions or extra assignments which are given by the principal before, during and after the school day.

Records accurately the number of students present and absent each day in the manner prescribed by the principal.

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Follows the curriculum standards and local course of study, to follow rules and regulations of the state and policies of the local Board, and to follow administrative procedures at the school and system level.

Maintains positive relationships with the home, parent(s) and the community.

Keeps parent(s) duly informed of the student's progress (through a variety of methods) and hold conference with parents and appropriate others as necessary.

Responsible for reporting any reasonable suspicions related to a child's health or welfare because of abuse or neglect to the appropriate state/community agency, as well as the principal.

Abides by the SC Teacher Code of Ethics.

Participate in appropriate and required staff development sessions at the school and/or system level.

Ensures that the use of the district's resources (time, money, people) are used in the most strategic and effective way possible.

Reports all accidents/injuries on the required form to the principal in a timely manner.

Properly supervises students.

Keeps a current class record and submit it to the principal upon request and at the end of the year.

Keeps a complete cumulative record on each child.

Maintains a clean, orderly, safe classroom.

Administers appropriate assessments, records scores on cumulate records, interprets test scores as needed, and analyzes assessment data to improve instruction and student learning.

Plans, prepares, implements, assesses instructional lessons that teach the standards and are appropriate for individual student needs.

Maintains proper classroom and school order that supports student learning.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**

**Cherokee County School District does not discriminate against any individual on the basis of race, religion, sex, color, disability, age national origin, handicap, or any other applicable status protected by local, state, or federal law. The district also provides equal access to the Boy Scouts of America and other designated youth groups as required by law**

February 2026