Clarendon County School District

JOB DESCRIPTION

JOB TITLE: **Teacher**

FLSA Status: Exempt
Pay Grade: Teacher Schedule
Days of Work: 190

GENERAL STATEMENT OF JOB

Under general supervision provides support to the instructional process with specific responsibility for supervising students within the classroom and other assigned areas. Develops lesson plans; delivers group and individual student instructions within established curriculum guidelines; collaborates with other teachers, professional staff and administrators in addressing parents/guardians regarding the instructional program and individual progress. Reports to the Director of Early Childhood/Elementary Education and Director of Secondary Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans and administers instructional programs and conducts classroom operations in compliance with directives from School Administration, Board of Education policy, and state and federal laws and regulations.

Responsible for the overall instruction, operation, management, and supervision of the classroom.

Demonstrates a variety of methods required to perform classroom and/or subject specific assignments, providing an effective program that addresses individual student requirements.

Administers and develops subject specific assessments to evaluate student competency levels and/or develops individual learning plans to improve student's academic success in all courses of study.

Assesses student progress in relation to learning targets, objectives, and expectations; and monitors students in a variety of education environments to provide a safe and positive learning environment.

Instructs and counsels students to enhance and improve academic performance, appropriate behavior, problem solving skills and techniques, health, and a variety of personal issues.

Manages student behavior for the purpose of providing a safe and optimal learning environment.

Collaborates with instructional staff, other school personnel, parents, and consults a variety of community resources for the purpose of supporting the school improvement plan and improving the overall quality of student outcomes and achieving established classroom objectives.

Supports and assists other classroom teachers with the implementation of established curriculum and/or individual student plans.

Directs assistant teachers, student teachers, instructional assistants, volunteers and/or student workers for the purpose of administering an effective classroom program and addressing the needs of individual students.

Advises parents and/or legal guardians of student progress for the purpose of communicating expectations, student's achievements, developing methods for improvement, and/or reinforcing classroom goals in the home environment.

Responds to inquiries from a variety of sources (teachers, parents, students, administrators, District office staff, etc.) for the purpose of providing information and/or direction, communicating standards, and resolving issues.

Gather information and prepare a variety of written materials (e.g. grades, lesson plans following scope and sequence, correspondence with parents and students, examinations and quizzes, attendance, anecdotal records, etc.) for the purpose of documenting student progress and maintaining mandated requirements.

Participates in a variety of meetings and professional development activities.

Addresses and reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment, and adhering to state law and Board policies.

Responds to emergency situations for the purpose of resolving safety concerns immediately.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in education from accredited university. Must possess a valid teaching certificate with required endorsements. Demonstrated competency in the core academic subject area assigned. At least one-year student teaching or approved internship. Masters degree preferred.

JOB REQUIREMENTS

Knowledge:

Knowledge of core academic subjects assigned. General knowledge of curriculum and instructions. Knowledge in the application of classroom instruction and teaching; knowledge of techniques used in motivating students and maintaining appropriate behavior. Ability to communicate effectively with students and parents. Knows how to establish and maintain cooperative working relationships with others contacted in the course of work. Knowledge of the records, forms and reports which must be prepared and maintained. Knowledge of the concept of human growth and development and student behavioral characteristics. Knows how to keep abreast of changes in policy, standards, procedures, and regulations related to job functions.

Skills/Effort:

Advanced management, organizational, human relations, communications and interpersonal skills. Skill in conflict resolution with the ability to develop and maintain effective working relationships with others. Ability to use and effectively apply independent judgment and discretion, and accept broad autonomy in directing and managing school operations; ability to delegate authority while maintaining accountability. Ability to assist in the development of long and short-range district goals and set appropriate educational priorities. Ability to utilize sound management practices; ability to instruct others through explanation, demonstration and supervised practice, and/or make recommendations on the basis of technical disciplines. Ability to complete, process, and maintain all required records, reports, and other information. Ability to develop and maintain effective communications with school and district employees, supervisors, media representatives, attorneys, and the general public. Ability to operate general office equipment such as a computer, calculator, copier, facsimile machine, etc.

Additional Physical, Cognitive, and Other Requirements:

Duties involve work in a school, office, or home environment that is sedentary or may involve walking and standing. Must be able to talk, read and hear, and effectively perceive and exchange information in a variety of oral, written and/or printed formats. Requires the ability to apply judgment and complex logic in defining problems, collecting information, and drawing valid conclusions. Duties require the ability to effectively inform and counsel students, teachers, parents, community members and others. Must prepare reports, recommendations, correspondence, etc., in correct form including proper spelling, punctuation, and grammar. Duties require successful adaptation to stressors, emergencies, interpersonal conflicts, volatile situations, tight deadlines, etc. Must be able to record and exchange data, follow or deliver detailed verbal or written instructions, and make presentations to varied groups, including students, school administrators and staff, etc. Must be able to read academic or counseling reports, texts, or journals and interpret/apply school or District policies and procedures. Must possess the ability to add and subtract, multiply and divide, determine decimals and percents, and apply statistical analysis. Must be able to compare and analyze information in numeric or symbolic form, and appropriately process colors and shades of color. Must have sufficient hand, eye and foot coordination to use or operate standard office equipment, items, and supplies. Duties of the job require routine keyboard operations and the frequent use of a computer monitor and related equipment. Duties may involve the exertion of up to 10 pounds of force on a recurring basis.

Working Conditions:

School environment with little significant exposure to environmental 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 school activities requiring the movement/lifting of items weighing up to 25 pounds. Occasional local travel required; occasional overnight travel required.

Additional Responsibility (If Applicable):

Supervises assigned teacher assistant(s).

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.

EEO STATEMENT

Clarendon County School District does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, sex, pregnancy, gender identity, sexual orientation, marital status, parental status, ethnicity, national origin, age, disability, genetic information, military status, political beliefs, reprisal or retaliation for prior civil rights activity, or any other basis prohibited by law.

SIGNATURES:

_____ Date: _____
Employee

_____ Date: _____
Supervisor (Classroom Teacher for Instructional Assistants)

_____ Date: _____
Principal / Director