Florence County School District Two

JOB DESCRIPTION

JOB TITLE: Teacher

FLSA Status: Exempt
Pay Scale: Teacher
Days of Work: 190

GENERAL STATEMENT OF JOB

Under general supervision facilitates student learning in academic area and provides skills that will contribute to the students' development as mature, able, and responsible men and women. Reports to the school Principal or building supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Cooperates in developing a program of continuous progress consistent with District goals and objectives to meet the needs, interests, and abilities of students.

Keeps abreast of changes in District policies and students' needs and interests.

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

Employs instructional methods and materials that are most appropriate for meeting stated objectives and the needs of students.

Assesses the accomplishments of students on a regular basis and provides progress reports as required. Analyzes the progress of individual students on a regular basis and seeks appropriate assistance as needed.

Cooperates with other members of the staff in planning instructional goals, objectives, and methods.

Establishes and maintains a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.

Plans and supervises purposeful assignments for teacher aide(s) and/or volunteers and evaluates their performance. Provides adequate plans for substitute teachers and evaluates their performance.

Seeks the support and involvement of parents through oral or written communication and/or home visits.

Makes provisions for being available to students and parents for education related purposes when required or requested to do so under reasonable terms.

Maintains accurate, complete, and correct records as required by state or federal law, District policies, and administrative regulations.

Takes all necessary and reasonable precautions to protect students and to properly care for all property, equipment, materials, and facilities.

Assists in upholding and enforcing school rules, administrative regulations, and board policies.

Is punctual and responsible in performing all duties and activities as assigned.

Assists the administration in implementing all policies and/or rules governing student life, conduct and behavior in a fair and just manner.

Provides for his/her own professional growth through an on-going program of reading, workshops, seminars, conferences, and/or advanced course work.

Participates in school or District staff development programs as assigned by the Principal or Superintendent.

Attends staff meetings, serves on staff committees as requested, and accepts a share of responsibility for co-curricular or other activities as assigned by the Principal or Superintendent.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Florence County School District Two Schools at all times. Complies with and supports all district policies and state and federal laws.

Adheres to ethical standards as established by the SC State Department of Education's Code of Conduct for Teachers.

Willingly performs other duties as assigned or requested.

MINIMUM TRAINING AND EXPERIENCE

Education and experience as required by state certification authorities. Must meet NCLB requirements and be Highly Qualified and maintain appropriate certifications as required by state and district policies and procedures.

JOB REQUIREMENTS

Knowledge:

Knowledge of the policies, procedures and activities of the school District which pertain to the specific duties and responsibilities of the position. Knowledge in the methods for developing lesson plans and materials, and classroom activities which stimulate learning. Knowledge of the records, forms and reports which must be prepared and maintained. Knowledge of proper maintenance of equipment, materials and supplies used in daily activities. Knowledge of counseling methods necessary for handling student academic and adjustment problems. Knowledge of the materials and information which must be prepared for classroom instructional activities. Knowledge of developmental guidelines for students. Knowledge of appropriate instructional strategies and pedagogy for students.

Skills/Effort:

Ability to provide instruction to students through explanation, demonstration and/or supervised practice. Ability to supervise students and maintain order in various classroom and instructional activities and situations. Ability to operate general office equipment and general technological equipment in the performance of daily activities. Ability to prepare lesson plans, tests, and instructional materials for classroom activities. Ability to identify student adjustment and/or academic problems, provide counseling and/or recommend appropriate remedial action to parents. Ability to communicate effectively with students and their parents, District staff, and all other groups involved in the activities of the job. Ability to effectively integrate appropriate technology resources into the instructional program.

Additional Physical, Cognitive, and Other Requirements:

Duties involve work in school environment that includes standing, walking, stooping, reaching, lifting, pushing, pulling, and sedentary duties. 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 teach and counsel students, volunteers, instructional aides, parents, community members and others. Must be able to prepare lesson plans, reports, grades, recommendations, correspondence, etc. in correct form including proper spelling, punctuation, and grammar. Duties require successful adaption to stressors, emergencies, interpersonal conflicts, volatile situations, tight deadlines, etc. Must be able to record and exchange data, follow or deliver verbal or written instructions, and make instructional and other presentations to varied groups, including students. Must be able to effectively utilize classroom technologies and read, interpret, and apply school/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 color, depth and spatial relationships. 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, the use of appropriate software applications and the frequent use of a computer monitor and related equipment. Duties may involve the pushing, pulling and/or lifting of items weighing up to 50 pounds and the exertion of up to 10 pounds of force on a recurring basis.

Working Conditions:

Conducts duties in a classroom environment with some 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 classroom work requiring the lifting/moving of items weighing up to 50 pounds. Occasional local travel is required; some overnight travel may be required. Job requires the operation of standard office and technological equipment.

Responsibility:

Responsible for classroom materials and supplies.
Supervises students in classroom at all times.
Supervises instructional aides and volunteers as assigned.
Responsible for student progression of learning for students in classroom.
Responsible for planning lessons from the established curriculum, assessments, and engaging instructional strategies which meet the needs of the learner.
Responsible for establishing a system of managing the behavior of the students in the classroom.

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

Florence School District Two is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.

SIGNATURES:

_____ Date: _____

_____ Date: _____

_____ Date: _____