



FLOYD COUNTY SCHOOLS

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Job Description

POSITION TITLE: Teacher	LOCATION:
REPORTS TO: Principal	PAY SCHEDULE/GRADE: Certified Scale
FULL TIME/PART-TIME/TEMPORARY: Full Time	TYPE OF EMPLOYEE: Exempt/Certified
HOURS: 190 Days	RETIREMENT: TRS

JOB SUMMARY

Under the general supervision of the school Principal to facilitate student success and growth in academic and interpersonal skills through implementing district approved curriculum; documenting teaching and student progress/activities/outcomes; addressing specific educational needs of individual student and by creating a flexible, safe and optimal learning environment; and providing feedback to students, parents and administration regarding progress, expectations, goals, etc.

EDUCATION/CERTIFICATION REQUIREMENTS

EDUCATION: Bachelors from an accredited college or university in education discipline applicable to teach assignments.

CERTIFICATION: GA state certification preferred for position. Teaching certification in related areas.

ESSENTIAL FUNCTIONS

- Develops and administers school curriculum consistent with school district goals and objectives.
- Promotes a classroom environment that is safe and conducive to individualized and small group instruction, and student learning
- Develops lesson plans and instructional material and translates lesson plans into learning experiences so as to best utilize the available time for instruction.
- Teaches all required subject matters as assigned to the grade level, which may include reading, language arts, social studies, mathematics, science, art, health, physical education, and music to pupils in a classroom, utilizing the course of study adopted by the Board of Education, and other appropriate learning activities.
- Conducts ongoing assessment of student learning, and modifies instructional methods to fit individuals student’s needs, including students with special needs; conducts individual small group instruction as needed.
- Instructs students in the principles of responsible citizenship and other subject matters specified in applicable laws, as well as administrative regulations and procedures of the Floyd County Schools.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
- Organizes and maintains a system for accurate and complete record-keeping, grading, and reporting for all student activities, achievement and attendance as required by district procedures and applicable laws.
- Encourages parental involvement in students’ education and ensures effective communication with students and parents.
- Ensures that student’s conduct conforms with school’s standards and school district policies, and establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
- Coordinates with other school professional staff members, especially within grade level and specific subjects, to evaluate and assess curriculum, and participates in faculty meetings and committees.
- Selects and requisitions appropriate books, instructional aids and other supplies and equipment and maintains inventory records.

- Supervises students in activities that take place out of the classroom during the school day, including activities involving school transportation Administers standardized tests in accordance with district testing programs.
- Performs other related tasks as assigned by the principal and other central office administrators as designed by the Superintendent.
- Use of personal cell phones for multi-factor authentication.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be an all inclusive list of every task or responsibility.

REQUIRED SKILLS/ABILITIES

- Knowledge of current teaching methods and educational pedagogy, as well as differentiated instruction based upon student learning styles.
- Knowledge of school curriculum and concepts including all subjects matters taught.
- Knowledge of data information systems, data analysis and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network systems and software applications as needed.
- Ability to use computer, printer, copy & fax machine, and telephone.
- Ability to organize and coordinate work.
- Ability to communicate effectively with students and parents.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

PHYSICAL REQUIREMENTS

- Regularly, reliably and predictably reports to work on time.
- Provide consistent supervision of students.
- Travels to school district buildings and professional meetings as required.
- Works in standard office and school building environments.
- Demonstrates constant and consistent ability to supervise students.
- Ability to stand, squat, bend, reach, & walk for prolonged periods of time.

EMPLOYEE SIGNATURE

DATE: