



1300 Greenville County Circle • Emporia, VA 23847
Phone: (434) 634-3748 • Fax: (434) 634-3495

Job Description

Job Title: High School Teacher

Department: Instruction

Reports to: Principal

FLSA Status: Exempt

Pay Scale: Teacher Scale A

General Description:

The high school teacher plans and implements an instructional program and provides related educational services for students in grades 9 through 12. Manages student behavior, assesses and evaluates student achievement, modifies instructional activities, as required, and carries out a variety of student monitoring and control activities.

Essential Duties and Responsibilities:

- Plans appropriate instructional strategies and activities, including determination of appropriate principles of learning, instructional organization and grouping, kind, and level of materials.
- Implements an instructional program that provides appropriate learning experiences for each student.
- Utilizes a variety of instructional materials, media, and computer technology to enhance learning.
- Assesses student achievement and maintains appropriate documentation for institutional and individual reporting purposes.
- Manages the behavior of learners in the instructional setting to provide an environment that is conducive to the learning process and assists and participates in the management of student behavior in other parts of the school, center, school grounds, or work site.
- Monitors student behavior in non-instructional areas, intervenes to control and modify disruptive behavior, and informs the appropriate administrator.
- Coordinates instructional activities with other professional staff, both school and non-school based, as required to maximize learning opportunities.
- Requests assistance from resource personnel, as needed.
- Participates in staff development activities and staff meetings, as required or assigned.
- Ensures continuous communication with parents, both written and oral, to keep them informed of their children's progress.
- Assigns work to and provides direction for instructional assistants and parent/student volunteers.

- Supervises and assigns work to instructional assistants, as well as parent and student volunteers.
- Supports, supervises, or participates in student activities, sports, and social events and approved fundraising activities.
- Ensures that the classroom and/or instructional environment is attractive, healthy, safe, and conducive to learning and that materials are accessible to students and in good condition.
- Collaborates with other professional (guidance counselors, librarians, etc.) to carry out schoolwide instructional or related activities
- Performs other duties as required or assigned by school administration.

Required Knowledge, Skills, and Abilities:

- Ability to communicate effectively, both orally and in writing.
- Excellent organizational, planning, and human relations skills.
- Good knowledge of content, curriculum, methods, materials, and equipment of elementary-level instruction.
- Good knowledge of early childhood growth and development.
- Ability to apply knowledge of current research and theory to instructional programs.
- Ability to plan and implement lessons based on division and school objectives and the needs and abilities of children.
- Ability to establish and maintain effective working relationships with children, peers, and parents.

Education, Training, and Experience Requirement:

- Eligible for a provisional, collegiate professional, or postgraduate professional license, with an endorsement to teach at the assigned grade level or subject area.

Physical Attributes/Demands:

The position requires standing, walking, sitting, and lifting/carrying work-related items weighing less than 25 pounds, such as papers, books, and instructional supplies. Work requires sufficient mobility to move about the classroom and inside and outside the school building.

Evaluation:

Performance on this job will be evaluated by the principal or designee in accordance with the school board policy and administrative regulations on the evaluation of instructional personnel.

Approval:

I acknowledge that I have received and read this job description.

Print Employee Name

Signature

Date

Greenville County Schools does not discriminate based on race, color, natural origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries into the non-discrimination policies: Division Superintendent.