

# LEXINGTON COUNTY SCHOOL DISTRICT THREE

## Job Description

**Title: Teacher**

### Qualifications:

Minimum of a Bachelor's Degree required, a valid SC Teaching Certificate; Highly Qualified as required by NCLB.

### Duties and Responsibilities:

1. Administers the classroom curriculum as prescribed by South Carolina State Standards.
2. Prepares daily lesson plans for classroom activities and organizes the classroom for daily instruction.
3. Lectures, demonstrates and uses audiovisual teaching aids to present subject matter to the class.
4. Selects and requests books, instructional aids, and instructional supplies, maintains inventory of supplies, equipment, and materials needed for classroom activities.
5. Prepares, administers, and corrects tests and assignments, records grades and/or other assessments.
6. Maintains order in the classroom; supervises student activities on the playground, in the lunchroom, etc. as assigned.
7. Identifies students with adjustment or academic problems and refers the student to the proper department.
8. Maintains effective communication with parents/guardians and holds parent conferences as needed to discuss student performance, behavior problems, etc.
9. Evaluates progress of students in concepts and skills of subject taught and contribution to group projects.
10. Prepares and maintains various confidential student records such as attendance, discipline reports, interim reports, and report cards.
11. Administers standardized test according to established guidelines.
12. Participates in professional meetings, educational conferences, and teacher training workshops.
13. Operates computer, copier, calculator, audiovisual equipment, laminator, etc.
14. Collects and receipts all money received from students.
15. Establishes and maintains cooperative working relationships with children and adults.
16. Follows district procedures when planning field trips.
17. Supervises activities of assigned Instructional Assistant if applicable.
18. Performs other duties as assigned by the principal.

Essential Functions:

In addition to the physical and mental capabilities implied by the responsibilities detailed above, the essential functions of a Teacher include: reading writing, hearing and speaking effectively, analyzing data, occasionally lifting/moving items weighing up to 25 pounds.

The job of Teacher involves adapting to a changing educational environment and therefore, while accurate, is not exhaustive.

Period of Employment: 190 Days

Immediate Supervisor: Principal