



## **Pender County Schools**

### **Official Job Description**

**TITLE:** Teacher

**PRIMARY FUNCTION:**

To plan, organize, and present instruction and create instructional environments that help students learn subject matter and skills, contributing to their educational and social development.

**QUALIFICATIONS:**

**Licensing/Certification:**

Valid North Carolina Teacher License

**Education:**

Degree in education or in a related area that qualifies for licensure as a teacher by the North Carolina Department of Public Instruction.

**Experience:**

At least five (5) years of successful teaching experience, or any combination of education and experience that demonstrates possession of the requisite knowledge, skills, and abilities.

**ESSENTIAL FUNCTIONS:**

- Manage instructional time by ensuring materials, supplies, and equipment are ready at the start of each lesson, and maintaining high levels of student time-on-task.
- Manage student behavior through the establishment of rules and procedures for various activities and transitions.
- Present instructional content, review previous materials, and introduce lessons with clear learning objectives, providing relevant examples and demonstrations.
- Monitor student performance through oral, written, and other work products, providing appropriate feedback to encourage student growth.
- Facilitate instruction using available resources, diagnostic information, and instructional plans that align with curricular goals and student needs.
- Interact effectively with students, co-workers, parents, and the community, ensuring fairness and respect for all.
- Perform non-instructional duties as assigned, adhering to policies, rules, and regulations, and engaging in professional development for growth.

**Knowledge, Skills, and Abilities:**

- Ability to monitor student safety and well-being, particularly during inclusive activities.
- Strong ability to motivate students and maintain a clean and orderly environment.

*This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.*

- Ability to maintain order and discipline in a classroom.
- Proficiency in using office equipment and maintaining basic files and records.
- Ability to follow oral and written instructions and establish effective working relationships.

**REPORTS TO:** Principal

**PHYSICAL DEMANDS:**

The employee is regularly required to sit, stand, and walk. The employee frequently is required to reach with hands and arms and must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Must be able to use hands and fingers for manual dexterity in an office environment. Other required abilities include close vision, the ability to adjust visual focus, and the ability to talk and hear.

**WORK ENVIRONMENT:**

The employee regularly works in indoor conditions and regularly works near a video display. The noise level in the work environment is usually minimal to moderate. Work is typically done in an office setting, primarily sitting at office equipment and standing at files. Daily contact is made with employees and the general public in person, by telephone, and in writing.

**Salary Grade:** [Insert Grade]

**TERMS OF EMPLOYMENT:** \_\_\_\_Months

**FLSA STATUS:** Exempt / Non-Exempt

**OSHA:** The employee is not to handle any human body fluids, biological agents, laboratory chemicals, or be exposed to hazardous materials such as noise, asbestos, or carcinogens.

**ADA:** The employer will make reasonable accommodations to enable individuals with disabilities to perform essential job functions in compliance with the Americans with Disabilities Act of 1990.

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