



Teacher

Job Description

JOB INFORMATION

- **Reports to:** Principal
- **Pay Grade:** Certified Salary Schedule
- **Work Calendar:** 190 days
- **Retirement:** Teacher Retirement System of Georgia
- **Benefits:** Options for State Health Insurance and other optional benefits
- **Pay Type:** Salaried; Exempt
- **Pay Frequency:** Monthly
- **Evaluation Instrument:** TKES

QUALIFICATIONS

- **Educational Level:** Bachelor's degree or higher
- **Certification/License:** Valid Teaching Certification as required by the Georgia Professional Standards Commission.
- **Experience:** n/a
- **Physical Activities:** Routine physical activities that are required to fulfill job responsibilities.
- **Knowledge, Skills, and Abilities:** Written and oral communication; organization and planning; data analysis skills; Expertise in using Microsoft, Google, and other data analysis tools to create presentations for various audiences.

RESPONSIBILITIES

- Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of students.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of students.
- Guides the learning process toward the achievement of curriculum goals and in harmony with goals establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.

- Employs instructional methods and materials that are most appropriate for meeting stated objectives.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Counsels with colleagues, students, and/or parents on regular basis.
- Assists the administration in implementing all policies and/or rules governing student life and conduct, and, for the classroom, develops reasonable rules of behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Plans and supervises purposeful assignments for teacher aides and/or volunteers.
- Strives to maintain and improve professional competence.
- Attends staff meetings and serves on staff committees as required.
- Performs other related tasks assigned by the Principal and other district administrators as designated by the Superintendent.
- Additional duties as assigned.

NOTE: Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Human Resources Office. It should also be noted that the order of duties/ responsibilities listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials in this job description may be interpreted only as the minimum criteria existing when the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.