



HUMAN RESOURCES

EMPLOYEE NAME: _____

JOB DESCRIPTION

POSITION TITLE: Teacher	FLSA: Exempt
RETIREMENT: TRS	EVALUATION: Certified Evaluation Instrument
DEPARTMENT: Instruction	SALARY SCHEDULE: PSD Teacher Salary Schedule
REPORTS TO: Building Administrators	WORK DAYS: 187 Days
PRIMARY FUNCTION: Responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, and psychological growth, and for organizing and implementing an instructional program that results in students achieving academic success	

REQUIREMENTS:

1. Educational Level: Bachelor's Degree or appropriate degree level for the position
2. Certification/License Required: Valid Georgia Teaching Certificate
3. Experience: None
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; instructional strategies; classroom and program management; student supervision; knowledge of curriculum

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

● Provides appropriate, differentiated, standards-based instruction to students with all abilities
● Provide appropriate and meaningful feedback on student work.
● Assign and grade classwork, homework, assessments, and assignments, and encourage student progress.
● Maintains parent communications (conferences, email, telephone, and written)
● Maintain accurate and complete records of student progress and development.
● Is available to students and parents for conferences
● Interacts in a professional manner with students and parents
● Supervises the behavior of all students at all times
● Responds to problems by following appropriate channels to find a solution
● Monitors the daily attendance of students
● Manages the learning environment
● Follows professional practices consistent with school and system policies in working with students, students' records, parents, and colleagues
● Acts in a professional manner and assumes responsibility for the total school program, its safety, and good order
● Participates in the strategic planning operations of the school

● Seeks to improve knowledge and skills through professional learning and training activities associated with job-related tasks and student needs
● Interacts with the general public, staff members, and school personnel, using tact and good judgment
● Complies with school, system, and state administrative regulations and Board of Education policies
● Demonstrates professional practices in teaching
● Presents a personal appearance that enhances the image of the school
● Must be regularly, predictably, and reliably at work, demonstrating prompt and regular attendance.
● Ability to be present at the physical worksite.
● Must perform tasks involving prolonged periods of standing, walking, and sitting.
● Must perform routine physical activities, such as bending, lifting, pushing, and pulling, up to 50 pounds.
● Must be able to properly and consistently supervise students, particularly during emergency situations.
● Meets certification and accreditation requirements
● Adheres to the Code of Ethics for Educators in Georgia
● Maintains confidentiality
● Supports the mission and vision of the District
● Performs other duties as assigned by the building administrator

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

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____

Committed to Success - Every Person. Every Day.

Non-Discrimination Statement

Polk School District does not discriminate on the basis of race, color, national origin, religion, age, disability, or sex in its employment practices. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA) and all accompanying regulations.