

Putnam County Schools	Job Description	
Title:	Teacher	
Nature of the Position	The Teacher is responsible for planning, organizing, and implementing an appropriate instructional program in a learning environment that is conducive to learning and encourages students to develop and fulfill their academic potential. The teacher provides specialized instruction to diverse learners to promote success in the educational setting in accordance with the system's mission, goals and policies.	
Reports to	Principal	
Education	Required: Bachelor's Degree from an accredited college or university. Hold or be eligible for a valid GAPSC Certificate or meet the district's professional qualifications. Preferred: Certification or endorsements in more than one academic area	
Experience, Skills, and Certification	<ul style="list-style-type: none"> • Georgia Teacher Certification or be eligible for certification. • Extensive knowledge of subject matter assigned to teach. • Ability to develop concepts and ideas in oral and written form. • Knowledge of the learning process and child development. • Ability to work with parents, the school, and the district in providing service to students. • Possess strong interpersonal skills and the ability to work effectively with students, teams, and groups. • Ability to differentiate instruction based on the needs of the students. • Knowledge of testing and data analysis. 	
Duties and Responsibilities	<ul style="list-style-type: none"> • Utilize research-based and best instructional practices. • Prepare engaging lesson plans that align with Georgia state standards for teaching. • Evaluates students using multiple assessment methods. • Communicate with parents through conferences, student parent portal, and other approved means to discuss student progress. • Participate in IEP and related meetings as required. • Ability to work well with students, parents, staff, and the community. • Must abide by the Georgia Professional Standards Code of Ethics for Educators. • Must be regularly, predictably, and reliably at work. • 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 and lifting/pushing/pulling up to 50 pounds. • Must be able to consistently supervise students. • Demonstrate effective classroom management and supervision of students. • Establish & maintain a classroom atmosphere conducive to learning. • Attend and participate in professional learning, staff, department, and committee meetings as assigned. • Adhere to federal, state & school board policies, regulations, and guidance. • Perform other duties and responsibilities as assigned. 	
Terms of Employment	190-day Contract	
Approvals	Principal	
	Superintendent	