



JOB DESCRIPTION

Certified Teacher

DEPARTMENT: Academics	SCHEDULE: Teacher
REPORTS TO: Principal or Program Leader	WORKDAYS: 190
CLASSIFICATION: Certified	FLSA STATUS: Exempt
PCS CODE: 08	DATE: November 2024

Our Mission: In partnership with our community, we empower students to discover their potential and prepare for a successful future.

Our Core Values: Belonging, Learning, Continuous Improvement and Joy

Our Vision: Richland Two is a dynamic school district committed to creating an environment where students feel connected, engaged, and supported so that they can experience academic and personal achievement.

POSITION SUMMARY

Under general supervision, facilitates student success by implementing a District approved curriculum while addressing the specific educational needs of students in a safe and optimal learning environment. Creates and maintains a positive climate that promotes respect, tolerance, and cooperative problem solving for all students.

MINIMUM REQUIREMENTS

Education:

Minimum of a Bachelor's degree and completion of a South Carolina approved teacher education program or current enrollment in an appropriate alternative pathway to South Carolina teacher certification.

Certification/License:

Must possess or be eligible for South Carolina Teacher certification appropriate for the subject matter and grade level.

Must possess a valid South Carolina driver's license or government issued picture ID.

Work Experience:

Work experience gained through education and certification requirements.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to provide differentiated instruction through effective instructional strategies.
- Ability to motivate students in both in-person and virtual environments.
- Ability to effectively communicate with students, parents, school, and District staff in oral and written form.

- Ability to apply judgment and complex logic in defining problems, collecting information, and drawing valid conclusions.
- Ability to thrive in a fast-paced, continually changing work environment.
- Ability to work individually and as a member of a team.
- Knowledge of school safety and security procedures.
- Knowledge of District policies and procedures that pertain to the specific responsibilities of the position.
- Proficient knowledge and use of relevant computer applications.

ESSENTIAL DUTIES

- Demonstrates accurate and current knowledge in the subject field.
- Develops lessons that are appropriate for instructional objectives; employs a variety of instructional strategies focused on student achievement.
- Implements teaching strategies that incorporate higher-order thinking skills and maximize allocated instructional time.
- Assigns developmentally appropriate tasks; provides remediation activities to ensure student understanding.
- Creates and maintains a positive learning environment by implementing appropriate behavioral supports, interventions, and management strategies.
- Integrates a variety of technology applications and tools to augment student learning.
- Administers various types of assessments to monitor students' progress and as required by District and State testing policies.
- Follows grading policies and regulations in monitoring and evaluating student progress; maintains/updates all required attendance and academic records in a timely manner.
- Plans and supervises purposeful assignments for instructional assistants and volunteers; evaluates their performance as required.
- Promptly reports incidents or concerns such as fights, suspected alcohol or substance abuse, possession of weapons, student or other health/safety concerns, etc., adhering to appropriate policies and procedures.
- Promptly reports suspected instances of child abuse and/or neglect as required by applicable South Carolina laws, District policies, and school procedures.
- Ensures a safe, orderly environment that encourages students to take responsibility for their behavior. Assists and enforces school rules, Board policies, and administrative regulations. Carefully supervises and monitors students in various activities and settings, including the classroom, hallways, lunch periods, playgrounds, field trips, bus loading areas, etc.
- Adheres to the highest standards of confidentiality concerning sensitive matters, students, and staff.
- Advises parents and/or legal guardians of student progress for the purpose of supporting classroom expectations; develops methods for improving and/or reinforcing classroom goals in the home environment.
- Establishes a professional rapport with students and staff that fosters their respect. Displays and maintains the highest standards for ethical and professional behavior while working with students, parents, school personnel, community members, and other parties. Serves as a role model for others, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession.
- Coordinates/participates in conferences with parents and guardians to review their student's performance, behavior, and other issues.

- Attends faculty meetings, staff development activities, etc., to maintain and improve professional competence.
- Accepts a share of responsibility for co-curricular, supervisory, or other activities as assigned by the Principal or District staff.
- Maintains a valid SC teaching certificate; provides for his/her own professional growth through an ongoing program of reading, seminars, conferences, and/or advanced course work. If applicable, participates in an appropriate alternative pathway program and meets program deadlines to achieve certification.
- Demonstrates prompt, regular attendance and is available to work in person during normal business hours. Available to work in an eLearning setting when required by the District.
- Performs other duties as assigned by the supervisor.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities and working conditions are representative of, but not intended to be, an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, Local, or District authorities, the requirements of this position may change to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods of time.

Hearing: Ability to tolerate exposure to noisy conditions.

Speech: Ability to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone, computer, or virtual setting.

Upper Body Mobility: Ability to use hands to grasp and manipulate small objects; manipulate fingers; twist and bend at wrist and elbows; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Ability to lift, push, pull and/or carry objects which weigh as much as fifteen (15) or more pounds on a frequent basis. Duties may require stooping, kneeling, crouching, etc.

Environmental Requirements: Work cooperatively with others; work independently; work indoors; work outdoors as necessary for the position.

Mental Requirements: Ability to read, write, understand, interpret, and apply information on a moderately complex level essential for successful job performance; math skills at a proficiency level appropriate to the position; sound judgment; the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; compile and maintain information and records. Understand and adequately manage deadlines, stressful situations, emergencies, frequent interruptions, and interpersonal conflicts.

Additional Work Conditions and Physical Abilities: Ability to stand and walk for extended periods. Reliable transportation required.

Richland School District Two is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, disability, pregnancy, age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic, as may be required by law. As required by Title IX and its implementing regulations, 34 C.F.R. Part 106, Richland School District Two does not discriminate on the basis of sex in its educational programs and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities, and requirements of the position. It is not intended to be, nor construed to be, an all-inclusive list of the knowledge, skills, abilities, essential duties, physical abilities and/or working conditions associated with the position. District management/administration reserves the right to modify, add, or remove duties and assign other duties as necessary.