UNION COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: Teacher

FLSA STATUS

SALARY LEVEL _____ PAY GRADE _____: ____________

GENERAL STATEMENT OF JOB
To educate all students according to their abilities and needs and to prepare them to become contributing members of society.

DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS
1. Plan a program of study that, as much as possible, meets the individual needs, interest, and abilities of students.

2. Create a classroom environment that is conducive to learning and appropriate to the maturity and interest of students.

3. Guide the learning process toward the achievement of curriculum goals and, in harmony with these goals, establish clear objectives for all lessons, units, projects, and other appropriate activities in order to communicate these objectives to students.

4. Employ a variety of instructional methods and materials that are most appropriate for meeting stated objectives.

5. Assess the accomplishments of students on a regular basis and provide progress reports as required.

6. Diagnose the learning needs of students on a regular basis, seeking the assistance of specialist as required.

7. Cooperate with other members of the staff in planning instructional goals, objectives, and methods.

8. Plan and supervise purposeful assignments for teacher aide(s) and/or volunteer(s) and evaluate their job performance cooperatively with the principal.

9. Consult with colleagues, students, and/or parents on a regular basis.
10. Make provisions for being available to students and parents for education related purposes.

11. Share appropriate responsible for development of competencies as measured by the State Annual and Competency Tests.

12. Provide plans for substitute teachers and evaluate performance in accordance with Board policies.

13. Assist in the selection of books, equipment, and other instructional materials.

14. Meet and instruct assigned classes in the locations and at the times designated.

15. Assist the administration in implementing all policies and/or rules governing student life and conduct, and for the classroom, develop reasonable rules of classroom behavior and procedure, and maintain order in the classroom in a fair and just manner.

16. Maintain accurate, complete, and correct records as required by law, district, policy, and administrative regulations.

17. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

18. Strive to implement by instruction and action the system’s philosophy of education and instructional goals and objectives.

19. Maintain a professional attitude toward students, parents, staff, and the community.

20. Strive to be a desirable example for students in attitude, actions, speech, and dress.

21. Assist in upholding and enforcing school rules, administrative regulations, and Board policy.

22. Establish and maintain cooperative relations with others.

23. Provide for his/her own professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.

24. Accept a share of responsibility for co-curricular activities as assigned.

25. Attend staff meetings and serve on staff committees as required.

26. Assist in curriculum development.
27. Perform such other tasks and assumes responsibilities as may be assigned by the principal.

**ADDITIONAL JOB FUNCTIONS**

**MINIMUM TRAINING AND EXPERIENCE**
1. A North Carolina class A (Vocational-PVA) or G License in the teaching area is required.
2. Such alternatives to the above qualification as the Board may find appropriate and acceptable.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirement:**

**Interpersonal Communication:**

**Language Ability:**

**Intelligence:**

**Verbal Aptitude:**

**Numerical Aptitude:**

**Motor Coordination:**

**Interpersonal Temperament:**

**Physical Communication:**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to communicate effectively both orally and in writing.

Ability to reason, make judgments, and maintain effective working relationships with others.

Ability to utilize positive human relation skills with all staff.

Skills in keyboarding with accuracy at the necessary speed for the position.
Skills in operating a computer with word processing, spreadsheet, and desktop publishing applications.

Knowledge of office practices and procedures.

Ability to compile and summarize information.

Ability to resolve problem situations with sound judgment.

Ability to demonstrate proper telephone etiquette.

Ability to maintain confidentiality in matters relating to the school system.

Ability to exercise independent judgment and initiative in completing work assignments.

Knowledge of business letter writing memos.

Ability to compose correspondences independently.

Ability to work in the absence of supervision.

Ability to establish and maintain cooperative working relationships with those contacted in the course of work.