

|                                      |                                            |
|--------------------------------------|--------------------------------------------|
| <b>POSITION TITLE:</b> Teacher       | <b>TERM OF EMPLOYMENT:</b> 10 Months       |
| <b>DATE:</b> 5/16/2018               | <b>DATE OF LAST REVISION:</b> October 2022 |
| <b>FLSA EXEMPTION STATUS:</b> EXEMPT | <b>PAY GRADE:</b> TEACHER SCALE            |
| <b>CLASSIFICATION:</b> CERTIFIED     | <b>STATUS:</b> Full-Time                   |

**JOB SUMMARY:** Under general supervision, a teacher will plan, organize, and implement an appropriate instructional program in an elementary or secondary learning environment that guides, and encourages students to develop and fulfill their academic goals by creating a classroom environment that is conducive to learning, and appropriate to the maturity and interest of students.

#### **ESSENTIAL JOB FUNCTIONS**

|    |                                                                                                                                  |
|----|----------------------------------------------------------------------------------------------------------------------------------|
| 1. | Plan, prepare, and deliver educational lesson plans and instructional materials that facilitate active learning                  |
| 2. | Demonstrate differentiated methods of instruction that effectively address individual student educational goals and needs        |
| 3. | Establish clear objectives for all lessons, units, projects, and other appropriate activities in furtherance of curriculum goals |
| 4. | Evaluate student progress and development to address individual needs                                                            |
| 5. | Provide Supervision of students for the purpose of providing a safe and positive learning environment                            |

#### **DUTIES & RESPONSIBILITIES**

|    |                                                                                                                                                                                                                                  |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <b>List most important duties first</b>                                                                                                                                                                                          |
| 1. | Accurately maintain student/school records as required by state or federal laws, and Union County Board of Education policies, and/or school-based request, and adhere to confidentiality requirements of state and federal law. |
| 2. | Manage student behavior in the classroom by establishing and enforcing rules and procedures and implementing Positive Behavior Intervention Strategies                                                                           |
| 3. | Communicate necessary information regularly to students, colleagues, and parents regarding student progress and individual needs                                                                                                 |
| 4. | Instruct and monitor students in the use of learning materials and equipment through the utilization of relevant technology and instruction.                                                                                     |
| 5. | Effectively communicate to assistant teachers, student teachers, instructional assistants, and volunteers their responsibilities.                                                                                                |
| 6. | Participate in school-sponsored extracurricular activities, such as social activities, sporting activities, clubs, and student organizations, as directed.                                                                       |
| 7. | Participate in meetings at the department, school, district, and/or parent/teacher conferences.                                                                                                                                  |

|    |                                                                                                                                                                                     |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8. | Provide for his/her own professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced coursework at institutions of higher learning. |
| 9. | Other related duties as assigned                                                                                                                                                    |

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

| <b>Minimum Qualifications</b>                                                                                                                                                                             | <b>Desirable Qualification</b>                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Bachelor's Degree in education or in a related area that will qualify for licensure as a teacher by the North Carolina Department of Public Instruction</li> </ul> | <ul style="list-style-type: none"> <li>Masters in education or related area.</li> </ul> |

**TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION**

- Perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions.
- Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

**PROBLEM SOLVING**

- Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate.
- Problem solving is required to analyze issues and create action plans.
- Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things

**COMMUNICATION/INTERACTIONS**

- Ability to work with diverse individuals and/or group

**CUSTOMER RELATIONSHIPS**

- Requires the ability to interact with people beyond giving and receiving instructions.
- Must be adaptable to performing in stressful and emergency situations

**PHYSICAL REQUIREMENTS**

**WORK ENVIRONMENT:**

Strength: Sedentary/Medium - Exert force 10-25 lbs., frequently; and up to 10 lbs., constantly; or a negligible amount of force to frequently lift, carry, push, pull, or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Varies from indoors exposure to outside weather conditions  
Exposure to noise levels ranging from moderate to loud.

Hazards: Uneven walking/working surfaces, communicable diseases, cleaning chemicals, lifting/carrying of materials, and power/hand-operated equipment and machinery (as related to specific assignment).

**Additional Physical Requirement: Physical Ed Teachers**

|                          |                                                                                                                     |
|--------------------------|---------------------------------------------------------------------------------------------------------------------|
| Lifting (G-W, W-S, S-A)  | 11-20lbs.,50 lb. max                                                                                                |
| Push/Pull                | 0-5 Lbs.                                                                                                            |
| Bend/Squat/Stoop/Kneel – | 15 minutes/hr. minimum                                                                                              |
| Sitting (Sedentary Work) | 90 minutes max. per instance (will vary by based on elementary, middle and high school scheduling)                  |
| Standing/Walking         | 30-40 minutes/hour; Up to 4 hours continuous – Max; Note: Based on facility layout; use of stairs may be applicable |
| Arms above shoulders:    | 15 mins./hr. - max                                                                                                  |
| Hands/Wrists:            | Continuous; may vary based on activity                                                                              |

***In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.***