



Union County Public Schools
Job Description

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| POSITION TITLE: AIG Teacher Elementary | TERM OF EMPLOYMENT: 10 Month |
| DATE: 5/4/2022 | DATE OF LAST REVISION: 1/15/2026 |
| FLSA EXEMPTION STATUS: Exempt | PAY GRADE: CERTIFIED |

JOB SUMMARY: The ideal candidate will excel at creating a student-centered learning environment using North Carolina Course of Study, differentiating instruction to meet the needs of gifted learners, will strive to challenge and inspire our students to become life-long learners, and will have excellent classroom management skills. The teacher should be skilled at utilizing technology to enrich daily lessons and work collaboratively with team members.

| ESSENTIAL JOB FUNCTIONS | |
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| 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 a 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 assistant(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. |

| DUTIES & RESPONSIBILITIES | |
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| 1. | Share appropriate responsibility for development of competencies as measured by the State Annual and Competency Tests. |



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| 2. | Provide plans for substitute teachers and evaluate performance in accordance with Board policies. |
| 3. | Assist in the selection of books, equipment, and other instructional materials. |
| 4. | Maintain accurate, complete, and correct records as required by law, district, policy, and administrative regulations. |
| 5. | Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities. |
| 6. | Provides individual and group instruction designed to meet individual needs and motivate students. |
| 7. | Strive to implement by instruction and action the system's philosophy of education and instructional goals and objectives. |
| 8. | Maintain a professional attitude toward students, parents, staff, and the community. |
| 9. | Strive to be a desirable example for students in attitude, actions, speech, and dress. |
| 10. | Assist in upholding and enforcing school rules, administrative regulations, and Board policy. |
| 11. | Establish and maintain cooperative relations with others. |
| 12. | 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. |
| 13. | Accept a share of responsibility for co-curricular activities as assigned. |
| 14. | Attend staff meetings and serve on staff committees as required. |
| 15. | Assist in curriculum development. |
| 16. | Perform such other tasks and assumes responsibilities as may be assigned by the principal. |

| MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS | |
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| Minimum Qualifications | Desirable Qualification |
| <ul style="list-style-type: none"> • NC Elementary License-Grades K-6 • NC AIG (Gifted & Talented) Certificate | <ul style="list-style-type: none"> • AIG Licensure |
| KNOWLEDGE, SKILLS, AND ABILITIES | |

JOB KNOWLEDGE

- 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 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.
- 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.

WORK COMPLEXITY/INDEPENDENT JUDGEMENT

- Ability to multi-task and manage multiple priorities.
- Demonstrate attention to detail.
- Strong organizational skills.
- Ability to maintain a positive attitude while under pressure.
- Knowledge of safety practices and procedures.
- Knowledge of recordkeeping procedures
- Demonstrate professionalism and personal leadership skills.
- Ability to make decisions

PROBLEM SOLVING

- Ability to improvise and readily adapt to current situations and respond appropriately.
- Requires creativity and alternative thinking to develop new ideas for and answers to work related problems.

COMMUNICATION/INTERACTIONS

- Interpersonal skills using tact, patience, and courtesy.
- Must deal with a variety of people—students, parents, administrators, and others.
- Oral and written communication skills.



CUSTOMER RELATIONSHIPS

- Requires the ability to deal with people beyond giving and receiving instructions.
- Knowledge of principles and processes for providing customer and personal services.
- This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

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 classrooms to exposure to outside weather conditions with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise intensity levels ranging from moderate to loud for occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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.

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.