



Union County Public Schools
Job Description

POSITION TITLE: Teacher	TERM OF EMPLOYMENT: 10 Months
DATE: 5/16/2018	DATE OF LAST REVISION: June 2006
FLSA EXEMPTION STATUS: EXEMPT	PAY GRADE: TEACHER SCALE
CLASSIFICATION: CERTIFIED	STATUS: Full-Time

JOB SUMMARY: To 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 potential. Create a classroom environment that is conducive to learning and appropriate to the maturity and interest of students

ESSENTIAL JOB FUNCTIONS	
1.	Plans, prepare and deliver lesson plans and instructional materials that facilitate active learning.
2.	Demonstrates and differentiate methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addressing individual student requirements
3.	Develops instructional plan which is compatible with the school and system-wide curricular goals; uses diagnostic information obtained from tests and other assessment procedures to develop and revise objectives and/or tasks; maintains accurate records to document student performance; has instructional plan that matches/aligns objectives, learning strategies, assessment and student needs at the appropriate level of difficulty; uses available human and material resources to support the instructional program.
4.	Uses relevant technology to support and differentiate instruction. Instruct and monitor students in the use of learning materials and equipment.
5.	Maintains discipline in accordance with the rules and disciplinary systems of the school. Manage student behavior in the classroom by establishing and enforcing rules and procedures
6.	Establishes and communicate clear objectives for all learning activities.
7.	Observes and evaluate student's performance and development.
8.	Communicates necessary information regularly to students, colleagues and parents regarding student progress and student needs.
9.	Directs assistant teachers, student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
10.	Monitors students in a variety of educational environments (e.g. classroom, cafeteria, playground, school grounds, hallways, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment

DUTIES & RESPONSIBILITIES	
List most important duties first	
1.	Guides 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.
2.	Communicates necessary information regularly to students, colleagues and parents regarding student progress and student needs.
3.	Provides appropriate feedback on the correctness or incorrectness of in-class work to encourage student growth; regularly provides prompt feedback on assigned out-of-class work; affirms a correct oral response appropriately, and moves on; provides sustaining feedback after an incorrect response or no response by probing, repeating the question, giving a clue, or allowing more time.



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4.	Carries out non-instructional duties as assigned and/or as need is perceived; adheres to established laws, policies, rules, and regulations; follows a plan for professional development and demonstrates evidence of growth.
5.	Updates all necessary records accurately and completely as required by laws, district policies and school regulations.
6.	Participates in department, school, district and parent meetings.
7.	Participates in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed.
8.	Provides 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.
9.	Other related duties as assigned

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS	
Minimum Qualifications	Desirable Qualification
<ul style="list-style-type: none"> Degree in education or in a related area that will qualify for licensure as a teacher by the North Carolina Department of Public Instruction 	<ul style="list-style-type: none"> Masters in educations or related area.

KNOWLEDGE, SKILLS, AND ABILITIES
<p>JOB KNOWLEDGE</p> <ul style="list-style-type: none"> Demonstrates preparation and skill in working with students from diverse cultural, economic and ability backgrounds. Perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies Ability to constantly monitor the safety and well-being of students, particularly when student is participating in an inclusive activity.

<p>TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION</p> <ul style="list-style-type: none"> 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.
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<p>WORK COMPLEXITY/INDEPENDENT JUDGEMENT</p> <ul style="list-style-type: none"> Schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.
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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 a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment.

CUSTOMER RELATIONSHIPS

- Requires the ability to deal with people beyond giving and receiving instructions.
- Must be adaptable to performing under stress and when confronted with 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 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).

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.