



Teacher Job Description

JOB TITLE: Teacher

REPORTS TO: Principal

SUPERVISES: Students

Required:

Bachelor Degree from an accredited college or university.

Preferred: Valid Georgia Teaching Certificate in Middle/high Grades ELA

Teaching Task:

Provides Instruction

Teaches at an appropriate instructional level

Provides content development

Provides teacher-focused content development

Provides student-focused content development

Builds for transfer

Provides initial focus

Provides content emphasis and linking

Provides lesson summaries

Assesses and Encourages Student Progress

Promotes student engagement

Monitors student progress

Responds to student progress

Responds to adequate progress

Responds to inadequate progress

Supports students

Manages the learning environment

Uses time efficiently

Handles non-instructional task efficiently

Uses instructional time appropriately

Maintains effective physical setting for instruction

Maintains appropriate student behavior in classroom

Monitors behavior

Intervenes when necessary

General Duties and Responsibilities

Teacher Duties and Responsibilities

Follows professional practices consistent with school in working with students, students' records, parents and colleagues

Interacts in a professional manner with students and parents

Is available to students and parents for conferences according to school policies

Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications

Maintains confidentiality of students and students' records

Works cooperatively with school administrators, special support personnel, colleagues and parents

Complies with school, district, and state administrative regulations and school policies

Conducts assigned classes at the time scheduled

Enforces regulations concerning student conduct and discipline

Is punctual

Provides adequate information, plans, and materials for substitute teaches

Maintains accurate, complete and appropriate records and files reports promptly

Attends and participates in faculty meetings and other assigned meetings and activities according to school policies

Demonstrates professional practices in teaching

Models correct use of language, oral and written

Demonstrates accurate and up-to-date knowledge of content

Implements designated curriculum

Maintains lesson plans as required by school policy

Assigns reasonable tasks and homework to students

Acts in a professional manner and assumes responsibility for the total school program, its safety and good order

Takes precautions to protect records, equipment, materials, and facilities

Assumes responsibility of supervising students in out-of-class settings

Performs other duties as required based on the specific content area taught (such as content area competitions, after hour activities, and so on).

Plans and coordinates purposeful assignments for paraprofessional(s), other supporting staff, and volunteer(s), and provides input to the administrative staff on the performance of these individuals

Performs other duties as required by the school, and or student need

The calendar year will be 185 days. Salary will be determined based on level of certification and allowable experience.

Teacher Signature: _____

Date: _____

