



Bethesda Academy is an all boys private school located in Savannah, GA. Bethesda Academy offering grades 6-12. Bethesda is fully accredited through Advanced ED. These two positions of Secondary English and History Teachers are responsible for providing appropriate learning experiences and educational opportunities for each student assigned to the classroom.

**Required:**

Bachelor Degree from an accredited college or university.  
Valid Georgia Teaching Certificate in Middle/high Grades ELA

**Teaching Tasks:**

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. Full benefits are also available.