

Teacher – Job Description

Reports To: Principal/Assistant Principal

Qualifications:

1. Bachelor degree in Education or related field with valid Georgia teaching certificate.
2. Is highly qualified to teach the subject and/or class assigned as defined by the Georgia Professional Standards Commission. To meet this requirement the teacher must pass a content knowledge test acceptable to the PSC in the subject, or provide written documentation that may exempt the test requirement within 20 days of employment.
3. Ability to relate well to students, parents, and co-workers.

Teaching Tasks:

I. Provides Instruction

- A. Teaches at an appropriate instructional level for high school students
- B. Provides content development (teacher and student-focused)
- C. Builds for transfer (initial focus, content emphasis and linking, summary)
- D. Uses and requires student use of instructional technology
- E. Utilizes instructional best practices in a standards based environment
- F. Incorporates critical thinking components into instruction

II. Assesses and Encourages Student Progress

- A. Promotes student engagement
- B. Monitors student progress (formative and summative assessments)
- C. Responds to student performance
- D. Engages students in critical thinking assessment
- E. Uses assessment data to drive instruction

III. Manages the Learning Environment

- A. Uses time efficiently (instructional and non-instructional)
- B. Maintains effective physical setting for instruction
- C. Maintains appropriate student behavior in the classroom
- D. Reports all negative behavior or violation of the Student Code of Conduct

General Duties and Responsibilities:

I. Teacher Duties and Responsibilities:

- A. Follows professional practices consistent with school and system policies
 1. Interacts in a professional manner with students and parents
 2. Is available to students and parents for conferences
 3. Maintain parent communications (conferences, telephone, and written)
 4. Maintains confidentiality of students and students record
 5. Provides school administrators documentation showing academic gains of students toward the schools achievement goals

6. Works cooperatively with school administrators, special support personnel, colleagues, and parents
- B. Complies with school, system and state regulations and board of education policies
 1. Conducts assigned classes at the time scheduled
 2. Enforces regulations concerning student conduct and discipline
 3. Is punctual
 4. Provides adequate information, plans, and materials for substitute teacher
 5. Maintains accurate, complete and appropriate records and files reports promptly
 6. Attends and participates in faculty meetings and other assigned meetings
 7. Complies with conditions as stated in contract
 - C. Demonstrates professional practices in teaching
 1. Models correct use of language, oral and written
 2. Demonstrates accurate and up-to-date knowledge of content
 3. Implements designated curriculum - GPS
 4. Maintains lesson plans as required by school policy-curriculum maps-unit plans
 5. Assigns real world tasks and uses homework effectively to reinforce instruction
 - D. Acts in a professional manner at all times
 1. Follows the Georgia Professional Standards Code of Ethics
 2. Takes precautions to protect records, equipment, materials and facilities
 3. Assumes responsibility for supervising students in out-of-class settings

II. Local System Duties and Responsibilities

- A. Is punctual and dependable in handling other scheduled duties
- B. Participates in professional growth and development activities on an annual basis
- C. Contributes to school improvement through participating on assigned committees
- D. Supervises teaching assistants where applicable-paraprofessionals
- E. Collaboratively develop and maintain current curriculum maps
- F. Fulfills duties fully as assigned by administration
- G. Actively participates in the teacher evaluation process-Class Keys

III. Professional Learning

- A. Completes all prescribed activities in the Professional Learning Plan or as assigned.
- B. Provides documentation or demonstrates through direct observation that professional development opportunities received are being applied in the classroom or school activities

Performs all other duties as assigned