



JOB DESCRIPTION

	<h1>JOB DESCRIPTION</h1>	
Number:	Title:	Classroom Teacher
Nature of Position	This position is responsible for providing appropriate learning experiences and educational opportunities for each student assigned to the classroom.	
Reports To	Title: Principal	
Education	Required	<ul style="list-style-type: none"> • Bachelor's degree from an accredited college or university
	Preferred	<ul style="list-style-type: none"> • Advanced degree(s)
Experience, Skill, and Certification	Required	<ul style="list-style-type: none"> • Valid Georgia certification in the assigned teaching field • All middle school core content teachers must have a Reading endorsement no later than July 1, 2016
	Preferred	<ul style="list-style-type: none"> • Certification endorsements in content-related areas
Duties and Responsibilities	<p><u>Teaching Tasks</u></p> <ol style="list-style-type: none"> 1) Provides Instruction <ol style="list-style-type: none"> a) Teaches at an appropriate instructional level b) Provides content development <ol style="list-style-type: none"> i) Provides teacher-focused content development ii) Provides student-focused content development c) Builds for transfer <ol style="list-style-type: none"> i) Provides initial focus ii) Provides content emphasis and linking iii) Provides lesson summaries 2) Assesses and Encourages Student Progress <ol style="list-style-type: none"> a) Promotes student engagement b) Monitors student progress c) Responds to both adequate and inadequate student progress d) Supports students 3) Manages the Learning Environment <ol style="list-style-type: none"> a) Uses time efficiently <ol style="list-style-type: none"> i) Handles non-instructional tasks efficiently ii) Uses instructional time appropriately b) Maintains effective physical setting for instruction c) Maintains appropriate student behavior in the classroom <ol style="list-style-type: none"> i) Monitors behavior ii) Intervenes when necessary 	
	<p><u>General Duties and Responsibilities</u></p> <ol style="list-style-type: none"> 1) Teacher Duties and Responsibilities <ol style="list-style-type: none"> a) Follows professional practices consistent with school and district policies in working with students, students' records, parents, and colleagues <ol style="list-style-type: none"> i) Interacts in a professional manner with students and parents ii) Is available to students and parents for conferences according to district policies iii) Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications iv) Maintains confidentiality of students and students' records v) Works cooperatively with school administrators, special support personnel, colleagues, and parents b) Complies with school, district, and state administrative regulations and Board of Education policies <ol style="list-style-type: none"> i) Conducts assigned classes at the times scheduled ii) Enforces regulations concerning student conduct and discipline iii) Is punctual iv) Provides adequate information, plans, and materials for substitute teacher v) Maintains accurate, complete and appropriate records and files reports promptly 	

	<ul style="list-style-type: none"> vi) Attends and participates in faculty meeting and other assigned meetings and activities according to school policy vii) Complies with conditions as stated in the Contract of Employment c) Demonstrates professional practices in teaching <ul style="list-style-type: none"> i) Models correct use of language, oral and written ii) Demonstrates accurate and up-to-date knowledge of content iii) Implements designated curriculum iv) Maintains lesson plans as required by school policy v) Assigns reasonable tasks and homework to students d) Acts in a professional manner and assumes responsibility for the total school program, its safety and good order <ul style="list-style-type: none"> i) Takes precautions to protect records, equipment, materials, and facilities ii) Assumes responsibility for supervising students in out-of-class settings <p>2) Performs other duties as required based on the specific content area taught (such as content-area competitions, after-hours activities, and so on).</p> <p>3) 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.</p> <p>4) Performs other duties as required by the district, the school, or student need.</p>		
Terms of Employment	Incumbents will receive an annual contract. The work calendar will be 190 days. Salary will be determined based on level of certification and allowable experience.		
Approvals	Director Level		DATE
	Chief Level		DATE
	Human Resources		DATE
	Superintendent		DATE



JOB DESCRIPTION SUPPLEMENT

Number:	Title: Classroom Teacher
Non-Essential Responsibilities	<p>A responsibility is considered to be “non-essential” (for the purposes of compliance with the Americans with Disabilities Act) if:</p> <ul style="list-style-type: none"> • it is shared between multiple incumbents in the job; or • it could be performed by an employee in another job within the workgroup. <p>Note the responsibility number from the list in the “Duties and Responsibilities” section for those responsibilities that could be considered “non-essential” based on this definition.</p>
	<p>Certain limited aspects of General Duties and Responsibilities items referenced in Section 1 (b) and (d) might be considered “non-essential” in a specific situation. Any request for accommodation must be reviewed on an “individual case” basis.</p>
Physical and Sensory Demands	<p>Most jobs in the District have physical and sensory demands that can be described by one of the two categories noted below. For jobs that require more physical or sensory effort, please list the requirements in this section. Check the box that is applicable for this position and complete any necessary information.</p>
	<p><input type="checkbox"/> OFFICE Employees in this category are normally exposed to a typical environment. The employee has some control over the length of time sitting, standing, or ambulating. There are occasions that require the lifting or pulling of equipment or supplies, as well as bending, stooping, or stretching. There is frequent use of computers, telephone, and other standard office equipment, which includes reading, listening, writing, or speaking. There are few exceptional physical or sensory demands.</p>
	<p><input checked="" type="checkbox"/> CLASSROOM Employees in this category spend at least most of the workday in a typical classroom or related educational environment. There will be prolonged periods of standing or walking, and there may be frequent bending, stooping, or stretching. There are occasions that require the lifting or pulling of equipment or supplies. Reading, listening, writing, and speaking are requirements. There are few exceptional physical or sensory demands, but there may be occasions that require the lifting or restraint of a student.</p>
	<p style="text-align: center;">EXCEPTIONAL PHYSICAL OR SENSORY DEMANDS (Check any that apply to this job and complete the required information.)</p> <p><input type="checkbox"/> Heavy lifting of up to _____ pounds</p> <p><input type="checkbox"/> Frequent climbing up to _____ feet, and/or working on building roofs.</p> <p><input type="checkbox"/> Exposure to heavy dust, dirt, chemical or paint fumes, or other airborne matter.</p> <p><input type="checkbox"/> Exposure to extreme heat, electric current, hazardous chemicals or other potential hazards.</p> <p><input type="checkbox"/> Sitting or standing for extended periods with no control over rest periods.</p> <p><input type="checkbox"/> Other: _____</p>