



### TEACHER

**Department:** Instruction

**FLSA Status:** Exempt

#### GENERAL PURPOSE

Teaches students various subjects in order to contribute to their general development as mature, able, and responsible citizens. Designs and delivers lesson plans that inform the assigned students in relevant areas to the teacher's field. Ensures that students have a conducive learning environment that caters to their specific educational requirements.

#### ESSENTIAL JOB FUNCTIONS

- Meets and instructs assigned classes in the locations and the times designated.
- Plans a program of study that, as much as possible, meets the individual needs, interests and abilities of the students.
- Creates a classroom environment that is conducive to learning, correlated to the Standards of Learning, and appropriate to the maturity and interest of the students
- Prepares for classes assigned and shows written evidence of preparation upon request of immediate supervisor.
- Encourages students to set and maintain standards of classroom behavior.
- Models appropriate communication skills by using standard grammar, good diction, and correct spelling.
- Employs lesson plans to guide the learning process toward the achievement of curriculum goals, and in harmony with the goals, establishes clear objectives for all lessons, units, and projects.
- Communicates these objectives to students.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Strives to implement, by instruction and action, the school board's philosophy of education and instructional goals and objectives stated in the Standards of Quality, Standards of Learning, and the school division's curriculum.
- Assesses the accomplishments of students on a regular basis and provide progress reports as required.
- Diagnoses the learning difficulties of students on a regular basis, seeking assistance of county specialist as required.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law, county policy, and administrative regulation.

- Assists the administration in implementing all policies and rules governing student life and conduct.
- Develops reasonable rules of classroom behavior and procedure.
- Maintains order in the classroom in a fair and just manner.
- Demonstrates the ability to handle unforeseen problems effectively.
- Plans and supervises purposeful assignments for teacher assistants and volunteers, cooperatively with department heads, and evaluate their job performance.
- Makes provisions for being available to students and parents for education related purposes outside of the instructional day when required or requested to do so under reasonable terms.
- Strives to maintain and improve professional competence.
- Meet technology competencies as approved by the Board.
- Attends staff meetings and serve on staff committees as required.
- Cooperates, relates well with associates, and reflects appropriate appearance, personality, and self-control.
- Completes other duties as assigned by the principal or Board.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Bachelor's degree required.
- Professional Teaching Certificate with an endorsement in the area assigned required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the educational requirements and dictates of the state and federal government.
- Knowledge of various teaching methods and practices.
- Knowledge of student development.
- Skill in records management.
- Skill in communication with adults and students.
- Ability to read and interpret documents such as, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of employees.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.
- Ability to manage a classroom.
- Ability to think creatively.
- Ability to create learning tools.
- Ability to create curricula.

### **WORKING CONDITIONS**

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise and sound levels in the work environment are usually mild.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers, handle, feel, talk or hear. The employee frequently is required to stand, sit, and reach with hands and arms. The employee is occasionally required to walk. The employee may occasionally need to lift and move up to 20 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.*

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date