



Columbia County School District Job Description

Position Title: Teacher		
Department: School	Evaluation Instrument: TKES	
Pay Grade: Teacher Pay Scale	Pay Type: Salaried - Exempt	Retirement: TRS
Contract Work Year: 190 Days, 8 Hours Per Day		
Reports to: School Principal and Any Other Assigned Administrator		

MINIMUM QUALIFICATIONS

Minimum of bachelor degree in education with a major or emphasis in the area of assignment. Valid Georgia professional teaching certification in the assigned teaching field.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

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 performance
 - Responds to adequate performances
 - Responds to inadequate performances
 - Supports students

- Manages the Learning Environment
 - Uses time efficiently
 - Handles non-instructional tasks efficiently
 - Uses instructional time appropriately
 - Maintains effective physical setting for instruction
 - Maintains appropriate student behavior in the classroom
 - Monitors behavior
 - Intervenes when necessary

GEORGIA TEACHER DUTIES AND RESPONSIBILITIES

- Teacher Duties and Responsibilities
 - Follows professional practices consistent with school and system policies 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 system policies
 - Facilitates school-to-home 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, system, and state administrative regulations and board of education policies
 - Conducts assigned classes at the times scheduled
 - Enforces regulations concerning student conduct and discipline
 - Is punctual
 - Provides adequate information, plans, and materials for substitute teacher
 - 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 policy
 - Complies with conditions as stated in contract
 - 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
 - Develops Units Plans and 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 for supervising students in out-of-class settings
- Duties and Responsibilities, prescribed by Local School and System
 - Follows the Code of Ethics and Standards of Conduct for Educators as promulgated by the Georgia Professional Practices Commission to maintain a high level of ethical conduct in relationships dealing with students, with colleagues and with the public.
 - Complies with all school rules, regulations and expectations prescribed by the school principal or other authority at the local school level in addition to all system policies, procedures and guidelines.
 - Displays the proper attitude and cooperation necessary to function as an effective professional team member of the school staff; demonstrates respect for and acceptance of diverse opinions and views which may differ from one's own personal viewpoint.
 - Carries out other duties as may be assigned by the principal, which may include supervisory responsibilities, bus duty, hall or cafeteria monitoring, club or activity sponsorship, athletic coaching, coordinating special programs or functions, serving on committees, and so forth.
- Professional Development Plan - each professional employee is expected to develop a plan to assure continued professional growth and enhancement of job-related skills.
- Performs other activities as may be required in specialized fields of instruction, which are specific to a particular job assignment.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: June 2012