

**BIBB COUNTY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: TEACHER

CLASS: Certificated Personnel **LEVEL:** Teacher
DEPARTMENT: K-12 Education **SUPERVISOR:** Principal
SERVICE TYPE: Certified **FLSA:** Exempt
SALARY: BCS Salary Schedule **TERMS OF EMPLOYMENT:** 187 Days Minimum

JOB GOAL:

To facilitate student comprehension and application of concepts, skills and behaviors which contribute to the development of mature, able and responsible members of society.

MINIMUM QUALIFICATIONS:

1. Valid Alabama teaching certification in area of instructional responsibility.
2. Basic computer skills required commensurate with job responsibilities.
3. Background clearance through FBI and ABI processes.

ESSENTIAL FUNCTIONS:

1. Regular and punctual attendance required; full compliance with BCS sick leave and personal leave policies.
2. Assess student abilities and progress as related to desired educational goals, objectives and student outcomes.
3. Develop and implement a program of instruction that meets the individual needs, interests, and abilities of students and is consistent with local and state study and curriculum guides.
4. Plan and employ a variety of appropriate instructional/learning strategies and activities which are compatible with the physical facility but serve the needs and capabilities of the students.
5. Implement positive behavioral strategies in order to manage student behavior in other parts of the school.
6. Continually communicate to students and parents (either in writing or verbally) instructional expectations, student progress or lack of progress.
7. Continually assess student achievement and maintain appropriate assessment and evaluation documentation for institutional and individual reporting purposes.
8. Actively participate in and work with other school personnel in the selection of books, equipment and other instructional materials which provide the student with the best learning opportunities.
9. Actively participate in and work with other school personnel in planning effective instructional goals, objectives, methods and curriculum.
10. Participate in professional growth and development activities including staff meetings, and in-service and staff development activities as required or assigned.
11. Assist in the documentation of student progress by efficiently maintaining and submitting appropriate records and reports.
12. Ensure the classroom and /or instructional environment is attractive, healthful, safe and generally conducive to learning.
13. Participate as a regular classroom teacher in IEP or 504/Problem Solving Team

(PST)/Response to Intervention (RTI) meetings for IDEA students and those eligible for 504/PST/RTI services.

OTHER JOB RESPONSIBILITIES:

Assume other reasonable and equitable job-related duties as assigned by the supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work a full day and additional hours as required.
2. Knowledge of content, curriculum, methods, materials and equipment of instructional specialty to which assigned.
3. Knowledge of student growth and development applicable to the grade level assigned.
4. Knowledge of school's program of studies related to mission, goals, and organization.
5. Ability to apply knowledge of current research and theory to instructional programs.
6. Basic skills in the use of technology including Microsoft Office and other local and state required software programs.
7. Ability to plan and implement lessons based on curriculum objectives and the needs and abilities of students.
8. Ability to move around the room in order to monitor student work and behavior.
9. Ability to establish and maintain effective and/or appropriate relationships with students, parents and peers.
10. Effective oral and written communication skills.
11. Excellent human relations skills.
12. If teaching a foreign language, proficiency in oral and written communication in that language.
13. For both choral and instrumental music teachers, excellent hearing and ability to determine pitch and tone variations.
14. If teaching choral music, ability to demonstrate proper techniques (singing), proficiency in one or more musical instruments.
15. If teaching in career technical trades, including business trades, journeymen level proficiency in that trade is required. On-the-job journey, lead, or supervisory experience is highly desirable.
16. If teaching chemistry or certain science classes, knowledge of and ability to use appropriate masks and filters or protective clothing as protection from harmful liquids or fumes as required.
17. If teaching physical education and unless assigned full-time duty as health or classroom driver education teacher, must possess sufficient strength, dexterity, endurance, agility and skill to carry out the program of studies for the activities to which assigned.
18. If a physical education teacher, some assignments may be based on gender to ensure proper behavior in locker rooms and dressing areas.
19. If a physical education teacher, some assignments may require sufficient athletic skills to demonstrate and perform appropriate athletic techniques at both the beginning and advanced levels.
20. If a physical education teacher, some assignments may require working outdoors in conditions which are moderately comfortable and require adaptation of clothes and dress to the conditions or the use of "sun blockers".
21. Knowledge of safety rules and procedures.
22. Ability to work with a significant diversity of individuals and/or groups, and perform effectively as a team member.

PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
2. Lift students on an occasional basis in some classrooms as required.
3. Climb, stoop, bend, balance, kneel, and reach with hands and arms on an occasional basis as required.
4. Adequate strength, mobility, dexterity, agility, and visual and aural acuity to perform required tasks.

EVALUATION:

Job performance for tenured personnel will be evaluated by the immediate supervisor based on the BCS Board policy. Probationary employees will be evaluated at least annually.

APPEALS:

An employee who is not satisfied with his/her evaluation shall seek recourse by following the BCS grievance procedure.