

# WALTON COUNTY BOARD OF EDUCATION

## CLASSROOM TEACHER

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Valid Georgia professional certification in the assigned teaching field.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child development and especially of characteristics of children in the age group assigned. Knowledge of the prescribed curriculum. Knowledge of current educational research. Basic understanding and knowledge of current technology. Knowledge of learning styles and skill in using varied teaching methods to address student learning styles. Skill in oral and written communication with students, parents and others. Ability to plan and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators and others.

#### REPORTS TO:

Principal and other authorized administrators

#### JOB GOAL

To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical and psychological growth and maturation in accordance with System philosophy, goals and objectives.

#### SUPERVISES:

N/A

**POSITION STATUS:** Contracted

**FLSA STATUS:** Exempt

#### PERFORMANCE RESPONSIBILITIES:

- (1) Teaches at an appropriate instructional level.
- (2) Provides content teacher focused and student focused development.
- (3) Builds for transfer by providing lesson summaries, initial focus, and content emphasis and linking.
- (4) Assesses and encourages student progress.
- (5) Promotes student engagement.
- (6) Monitors student progress.
- (7) Responds to student adequate and inadequate performance.
- (8) Supports students.
- (9) Manages the learning environment.
- (10) Uses time efficiently and appropriately by handling non-instruction tasks efficiently.
- (11) Maintains effective physical setting for instruction.
- (12) Maintains appropriate student behavior in the classroom by monitoring behavior and intervenes when necessary.
- (13) Follows professional practices consistent with school and system policies in working with students, students' records, parent and colleagues.
- (14) Interacts in a professional manner with students and parents.
- (15) Available to students and parents for conferences according to system policies.
- (16) Facilitates home-school communication by such means as holding conferences, telephoning and sending written communications.

## **CLASSROOM TEACHER (Continued)**

- (17) Maintains confidentiality for school administrators, special support personnel, colleagues and parents.
- (18) Models correct use of language, oral and written.
- (19) Demonstrates accurate and up-to-date knowledge of content.
- (20) Assigns reasonable tasks and homework to students.
- (21) Complies with school, system and state administrative regulations and Board of Education policies.
- (22) Conducts assigned classes at the times scheduled.
- (23) Maintains punctuality.
- (24) Maintains lesson plans as required by school policy.
- (25) Provides adequate information, plans and materials for substitute teacher.
- (26) Implements designed curriculum.
- (27) Maintains accurate complete and appropriate records and files reports promptly.
- (28) Attends and participates in faculty meetings and other assigned meetings and activities according to school policy.
- (29) Complies with conditions as stated in contract.
- (30) Acts in a professional manner and assumes responsibility for the total school program, its safety and good order.
- (31) Takes precautions to protect records, equipment, materials and facilities.
- (32) Assumes responsibility for supervising students in out-of-class settings.
- (33) Completes all prescribed activities outlined in the Professional Development Plan according to time lines indicated.
- (34) Uses ongoing assessment to monitor student progress, verify that learning is occurring and adjust curriculum and instruction.
- (35) Encourages self-assessment by students and assist them in developing plans for improving their performance.
- (36) Communicates high learning expectations for all students.
- (37) Uses a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.
- (38) Provides appropriate instruction and modifications for students with special needs, including special education students and students who have limited proficiency in English.
- (39) Fosters student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.
- (40) Provides accurate and timely information to parents and students about academic and behavioral performance of students.
- (41) Works with other teachers in curriculum development, special activities, and sharing ideas and resources.
- (42) Keeps abreast or developments in instructional methodology, learning theory, curriculum trends and content.
- (43) Develops and implements a Professional Development Plan annually in accordance with state and system requirements.
- (44) Acts in a professional and ethical manner and adheres to professional standards at all times.
- (45) Maintains confidentiality of student and other professional information.
- (46) Supports school improvement initiatives by active participation in school activities, services and programs.
- (47) Performs other tasks consistent with the goals and objectives of this position.

**CLASSROOM TEACHER (Continued)**

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed move objects.

**TERMS OF EMPLOYMENT:**

Salary shall be paid consistent with the System's salary schedule. Length of work year and hours of employment shall be established by the System.

**EVALUATION:**

Performance of this job will be evaluated by the principal

**Job Description Supplement No. 04**

**07/10/07 STH**