

Griffin-Spalding County School System

Title: Teacher Job Class Codes based on grade level: 100-112 Job Details: 190 Days/Exempt/Full-Time Updated: 05/01/2024 Reviewed: 05/01/2024	Category: Teaching Reports To: Principal Salary Schedule: Teacher
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JOB SUMMARY

This job facilitates and provides specialized expertise in instructional, organization and planning support for other teachers as directed by the building principal to improve education for students.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)

- In addition to regular teaching responsibilities—see Teacher job description
- Attends scheduled Lead Teacher Meetings Schedules and facilitates school level Special Education Department meetings – Lead Teachers will have a regularly scheduled staff meeting to inform and update school staff
- Assures appropriate scheduling of planning meetings
- Maintains prompt and regular attendance as physical presence on the job site is required.

SUPERVISES

- No Supervisory responsibilities involving evaluation

MINIMUM QUALIFICATIONS

- Hold or be eligible for appropriate teacher certification by the PSC

PREFERRED QUALIFICATIONS

- Master's Degree in Education
- Previous exemplary teaching experience where student growth is documented

COMPETENCIES NECESSARY TO DO THE JOB

- Knowledge of laws, regulations and policies governing education
- Excellent time-management skills and flexibility
- Ability to communicate effectively orally and in writing
- Ability to plan, organize and prioritize
- Ability to use data in the decision-making process
- Ability to create and interpret results of formative and summative assessments
- Ability to work positively and cooperatively with others
- Highly skilled in the use of technology
- Ability to maintain emotional control under stress
- Ability to be regularly, predictably and reliably at work
- Ability to perform routine physical activities that are required to fulfill job responsibilities of appropriately and safely supervising students

EVALUATION

- Teachers of record will be evaluated utilizing the Teacher Keys Effectiveness System.