

## Griffin-Spalding County School System

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

### **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.