



MONROE COUNTY SCHOOLS

Committed to Excellence • Focused on Success

Monroe County Schools JOB DESCRIPTION

TITLE: Teacher

PAY TYPE: Based on State and local pay scale
Certified, Exempt

CONTRACT/WORK YEAR: 190 days or as negotiated

REPORTS TO: Principal

PRIMARY FUNCTION: To help all students learn, grow and succeed to his/her potential for intellectual, emotional, and psychological growth.

MINIMUM REQUIREMENTS:

- Meet highly qualified standards set by No Child Left Behind.
- Hold or be eligible for a valid Georgia teaching certificate in assigned teaching field as required by Georgia Professional Standards Commission.
- Meet state and local requirements concerning fingerprints and criminal background check.
- Good technology, oral and written communications skills.
- Be able to talk, hear, see, stand, walk, bend, stoop, sit, climb and lift items of approximately 25 pounds throughout the workday.
- Any other routine physical activities required to fulfill job responsibilities.
- Any alternatives to the above qualifications as the Board or Superintendent may find appropriate and acceptable.

ESSENTIAL JOB DUTIES:

Strategic Objective I – Attaining High Student Achievement & Success

- Meet and instruct assigned classes in the locations and at the times designated.
- Develop and maintain a classroom environment conducive to effective learning.
- Meet the academic targets of assigned students.
- Collaborate with peers to use and analyze data to plan individually and cooperatively for student success and achievement.
- Evaluate student progress on a regular basis utilizing a variety of methods.
- Prepare for classes assigned and show written evidence of preparation upon request of supervisor.
- Employ a variety of instructional, assessment and instructional media/technology strategies.

- Assist in the selection of books, equipment and other instructional materials as needed.

Strategic Objective II – Developing Organizational Effectiveness

- Maintain accurate, complete and correct records following established system guidelines for grade determination as required by law, system policy and administrative regulation.
- Maintain confidentiality of students and student records.
- Attend and participate in faculty meetings, committee meetings, planning and training sessions as assigned.
- Establish and maintain cooperative relations with all school staff.
- Participate in professional learning opportunities and apply concepts learned in the classroom to increase student learning.
- Strive to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
- Follow and enforce school, administrative, board, state, federal rules, procedures, regulations, policies and laws.
- Complete assignments on time and in compliance with directions.

Strategic Objective III – Ensuring Student/Stakeholder Engagement & Loyalty

- Establish and ensure that students maintain appropriate standards of classroom behavior.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Work to establish and maintain open lines of communication with students and parents concerning both the broad academic and behavioral progress of all assigned students.
- Make provisions for being available to students and parents for educational-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Exhibit pleasant behavior and project a positive image when dealing with the public, employees, parents, and students.
- Accept a share of responsibility for extra/co-curricular activities assigned.

Other Job Responsibilities and Duties:

- Adhere to the Code of Ethics for Educators in Georgia as established by the Georgia Professional Standards Commission.
- Demonstrate a collaborative attitude with colleagues.
- Meet professional dress requirements as outlined in the system personnel handbook.
- Demonstrate regular and punctual attendance.
- Perform other duties and responsibilities as assigned.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Monroe County Board of Education policy regarding evaluation of personnel.

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. It should also be noted that the **order of performance 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.