

**Whitfield County School System  
Position Description**

**Teacher (Elementary, Middle, High)**

**DEPARTMENT:** Assigned School or Center  
**REPORTS TO:** Principal  
**SALARY SCHEDULE:** Certified/Degree  
**CERTIFICATION:** Bachelor's, Master's,  
Specialist, Doctorate

**FLSA STATUS:** Exempt  
**CONTRACT TERMS:**  
**APPROVED (HR):**  
**REVISED (HR):**

**SUMMARY:** We envision teachers as being responsive and focused on students. Teachers will fulfill the role as a teacher leader and designer of engaging, challenging, and meaningful work for students.

**SUPERVISORY RESPONSIBILITIES:** None.

**QUALIFICATIONS:**

The incumbent must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. The incumbent must demonstrate prompt and regular work attendance. Absences must be authorized by the incumbent's supervisor in accordance with school system procedures.

PERFORMANCE FUNCTIONS	ESTIMATED FREQUENCY
<b>ESSENTIAL FUNCTIONS (Other Professional Duties May Be Assigned)</b>	
Increase student learning by providing students with meaningful, challenging and engaging educational experiences in a safe and supportive environment.	65%
Design student appropriate lessons that engages individual students in the learning process	15%
Assesses, documents and prepares reports such as achievement progress, grade and classroom performance, and attendance	5%
Participates in student development and achievement related conferences with parents, students, counselors, teachers, principal, and/or administrators	5%
Performs general instruction coordination duties such as ordering materials, attending meetings, and engaging in various forms or correspondence	5%
Attends professional learning sessions and/or required conferences	5%
<b>SECONDARY FUNCTIONS (Other Professional Duties May Be Assigned)</b>	

**KNOWLEDGE, SKILLS & ABILITIES:**

*May require:*

**Knowledge of** curriculum guidelines for the school system and state requirements; standardized testing in accordance with school system policies and state laws; WCSS policies, programs and procedures pertinent to learning disabilities, child and substance abuse, and social adjustment.

**Skill in** effective oral, written, and interpersonal communication; designing lessons and assessments for in-school preparation and homework; maintain a classroom setting that is safe, inviting, and non threatening; administering school system's policies and procedure; counseling students with academic difficulties and behavioral problems

**Ability to** design and develop course of study suitable for individual student needs at the appropriate level; design lessons that incorporate an array of teaching strategies; product focused, affirmation of performance, affiliation, novelty and variety, choice, authenticity, protection from adverse consequences for initial failure, foster collaboration, treat students with dignity and respect, especially while presenting information to students that is new or unfamiliar.

**EDUCATION AND/OR EXPERIENCE:**

Bachelor's degree from a Professional Standards Commission approved accredited college or university in relevant educational field required.

**CERTIFICATES, LICENSES, PERMITS:**

Valid Professional Standards Commission approved certificate in appropriate educational field at level T-4 or above required.

Valid Professional Standards Commission approved subject-specific endorsements required.

**PERFORMANCE FACTORS:**

**Crouching:** Bending the body downward and forward by bending leg and spine.

**Reaching:** Extending hand(s) and arm(s) in any direction.

**Standing:** Particularly for sustained periods of time.

**Walking:** Moving about on foot to accomplish tasks, particularly for long distances.

**Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

**Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

**Grasping:** Applying pressure to an object with the fingers and palm.

**Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

**Talking:** Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

**Hearing:** Perceiving the nature of sounds with no less than a 4 db @ 500 Hz, 1000 Hz, and 2000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discrimination in sounds, such as when making fine adjustments on machined parts.

**Vision:** The ability to perceive the nature of objects by the eye. Seeing is important for hazardous jobs in which defective seeing would result in injury and jobs in which special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered. Other important factors of seeing are acuity (near and far vision), depth perception (three dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors).

**Personal Care of Students:** The ability to assist students with toileting, feeding, transference from one seat to another seat or location. The ability to remove students' clothing, diaper students, and clean students.

**Repetitive Motions:** Substantial movements (motions) of the wrists, hands, and/or fingers.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required by incumbents in the position.