

EMPLOYEE NAME: \_\_\_\_\_

Revised: 8/87; 11/88; 6/92; 8/92; 1/94; 12/94; 2/97; 3/01; 10/12; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Teacher, High School	<b>JOB CODE:</b> 114
<b>DIVISION:</b> Leadership	<b>SALARY SCHEDULE:</b> Teacher
<b>DEPARTMENT:</b> Leadership	<b>WORK DAYS:</b> 188
<b>REPORTS TO:</b> Principal	<b>PAY GRADE:</b> CIT (4, 5, 6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> To provide instruction for students that enables them to learn and achieve to the maximum of their abilities.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor Degree
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; instructional strategies that connect the curriculum to the learners; student management

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Provides instruction that is appropriate.
3.	Exhibits professionalism in all job related situations; follows professional ethics in all work related activities; presents a personal appearance which enhances the image of the school; communicates responsibly with all individual and groups; demonstrates loyalty to the school and its leadership; avoids behaviors which detract from staff morale by working cooperatively with colleagues and the community; adheres to local school procedures and regulations in a supportive manner.
4.	Assumes a fair share of outside-the-classroom school responsibilities.
5.	Promotes a positive school environment that enhances student learning; helps maintain a positive, cooperative climate; promotes the responsible use of materials and equipment; maintains plans according to policies and/or directives.
6.	Handles money, receipt books, and other financial records responsibly; submits accurate paperwork on schedule.
7.	Demonstrates responsible attendance and use of leave; prepares adequately for responsibilities to be assumed when absent; is punctual in maintaining required work schedules.
8.	Accounts for student attendance and punctuality; follows all county, state and federal policies and procedures; directs the conduct of students in accordance with policies at all times; takes all reasonable measures to protect students' health and safety.
9.	Meets certification and accreditation standards; seeks to improve through professional development and evaluation activities.
10.	Maintains prompt and professional communication with parents.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_