

JOB DESCRIPTION

POSITION TITLE: Teacher, Middle School Career Connection	JOB CODE: 120
DIVISION: Leadership	SALARY SCHEDULE: Teacher
DEPARTMENT: Leadership	WORK DAYS: 188
REPORTS TO: Principal	PAY GRADE: CIT (4, 5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: To assist students in understanding themselves; exploring the relationship among interests, aptitudes and career choices; in developing career decision making skills; in understanding the links between education and work; in finding and using career information resources; and in demonstrating behavior and attitudes needed for success at school and the workplace.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree
2.	Certification/License Required: Valid Georgia Teaching Certification
3.	Experience: One year of teaching experience
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 develops the core knowledge, skills, and values in the Exploratory Career Connection curriculum.
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.
4.	Communicates responsibly with all individuals and groups.
5.	Assumes a fair share of outside-the-classroom school responsibilities.
6.	Adheres to local school procedures and regulations in a supportive manner; demonstrates loyalty to the school and its leadership; avoids behavior which detracts from staff morale; works cooperatively with colleagues and the community; helps maintain a positive, cooperative climate.
7.	Promotes a positive school environment that enhances student learning.
8.	Maintains plans according to policies and/or directives.
9.	Promotes the responsible use of materials and equipment.
10.	Submits accurate paperwork on schedule.
11.	Maintains required work schedules in a punctual manner; demonstrates responsible attendance and use of leave.
12.	Prepares adequately for responsibilities to be assumed when absent.
13.	Accounts for student attendance and punctuality.
14.	Follows all county, state and federal policies and procedures.
15.	Directs the conduct of students in accordance with policies at all times.
16.	Takes all reasonable measures to protect students' health and safety.
17.	Seeks to improve through professional development and evaluation activities.
18.	Maintains prompt and professional communication with parents.
19.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____