



EMPLOYEE NAME: _____

Revised: Created 5/11; Rev.7/11; 5/12; 10/12: 3/24

JOB DESCRIPTION

POSITION TITLE: Teacher, Audio, Video Technology and Film (AVTF)	JOB CODE: 123
DIVISION: Academic	SALARY SCHEDULE: Teacher
DEPARTMENT: Leadership	PAY GRADE: CIT (2,4,5,6, and 7)
REPORTS TO: Principal	WORKDAYS: 187
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides quality standards-based instruction in Middle School Audio/Visual, Technology and Communication; assesses and encourages student progress; manages an effective learning environment to maximize student achievement.	
REVISION DATE(S): 3/24	

REQUIREMENTS:

1.	Educational Level: Associate Degree or higher in Audio, Video Technology and Film or the equivalent industry certificates.
2.	Certification/License Required: Valid Georgia Teaching Certificate in FLD592: Mass Communications Cluster, FLD652: Audio/Video Technology and Film or be eligible for Professional Standards Commission (PSC) Trade and Industry (T&I) Technical Specialist AVTF Certificate
3.	Experience: 2 years occupational work experience in the Audio, Video Technology and Film industry
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

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.	Maintains industry credentials, license, and/or certification.
3.	Models enthusiasm for Audio, Video Technology and Film and demonstrates current innovations in the Audio/Visual, Technology and Communications industry, including competition within global economy.
4.	Teaches skills and knowledge in one or more Audio/Visual, Technology and Communications courses; Instructs pupils in workforce readiness skills and subject matter specified in state law and administrative regulations and procedures of the school district. Provides content-related and appropriate instruction based on state and local curriculum through a combination of classroom, laboratory, and co-curricular experiences.
5.	Develops lesson plans and organizes class time so that preparation, instruction, lab work, and cleanup activities can be accomplished. Integrates appropriate technology into classroom instruction. Prepares adequately for responsibilities to be assumed when absent.
6.	Facilitates/coordinates a rigorous Audio/Visual, Technology and Communications curriculum with career-related instruction; assesses and provides for differentiation to assure student progress while managing the learning environment.
7.	Keeps informed of job entry requirements of the Audio, Video Technology and Film career field and gives instruction to pupils in the rudiments of getting and retaining these jobs.
8.	Maintains Audio/Visual, Technology and Communications professional competence through in-service education activities.

9.	Selects and requisitions instructional aids and equipment, maintains required inventory records, makes purchases as authorized.
10.	Communicates with parents and school counselors on the individual pupil's progress; identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve problems; supervises pupils in non-instructional activities during the assigned working day. Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications.
11.	Participates in curriculum and other developmental programs; participates in faculty committees and may be asked to sponsor student activities. Attends school and District-level professional learning activities as directed.
12.	Maintains a record of student attendance and makes daily reports of student absences; evaluates each pupil's performance, knowledge, and skills.
13.	Maintains prompt and professional communication with parents. Provides classroom environment, which promotes active learning in subject area.
14.	Complies with federal, state, and system level regulations and policies in all work-related activities, including the rules of the Professional Standards Commission's Code of Ethics for Educators.
15.	Avoids behaviors that detract from staff morale.
16.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____