# JOB DESCRIPTION

**POSITION TITLE:** Teacher, High School

**JOB CODE:** 114

**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 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 ________________