



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

Revised: 1/86; 4/86; 11/88; 6/92; 1/94; 12/94; 5/95; 2/97; 3/01; 10/12; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Teacher, High School - Division Head	<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 or7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides faculty leadership and support to administration for the high school curriculum and instructional process.	

#### 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.	Assists in the screening and selecting of new personnel; assists personnel new to the departments; orients and assists substitute teachers.
3.	Coordinates departmental orders for textbooks and materials; coordinates departmental system of allocation and accounting of textbooks and materials; plans annual departmental budget and reviews departmental budget with appropriate personnel.
4.	Utilizes state and system-wide test results and local school grade profiles for improving the instructional program.
5.	Assists the master scheduling coordinator in the development of the departmental master schedule; interprets the departmental instructional program so that proper student placement will be maintained.
6.	Maintains and stores departmental resources.
7.	Supplements the efforts of the principal and assistant principal in the classroom visitation, teacher evaluations, and instructional leadership; follow up and supports administrative actions for improving personnel performance by sharing with the principal problems of general administration of the school including utilization of building, internal security, teacher morale, and student control.
8.	Attends local school meetings, county meetings for coordinating the system's instructional program, and other meetings as directed.
9.	Assists the textbook selection committee by involving all department members in the examination and evaluation of textbooks, teaching aids, and materials.
10.	Coordinates the department's use of the media center for acquisition and use of materials.
11.	Meets expectations according to the regular high school teacher job description.
12.	Maintains prompt and professional communication with parents.
13.	Performs other duties as assigned by appropriate administrator.

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

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