



EMPLOYEE NAME: _____

Revised: 10/90; Revised 6/92; 1/94; 12/94; 5/95; 2/97; 3/01; 10/12; 6/18

JOB DESCRIPTION

POSITION TITLE: ISS Teacher, High School	JOB CODE: 122
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.	Follows professional ethics in all work related activities; adheres to local school procedures and regulations in a supportive manner; presents a personal appearance which enhances the image of the school.
4.	Communicates responsibly with all individuals and groups; demonstrates loyalty to the school and its leadership; avoids behaviors which detract from staff morale.
5.	Assumes a fair share of outside the classroom school responsibilities; works cooperatively with colleagues and the community; promotes a positive school environment that enhances students learning; helps maintain a positive, cooperative climate.
6.	Handles money, receipt books, and other financial records responsibly; promotes the responsible use of materials and equipment.
7.	Submits accurate paperwork on schedule; is punctual in maintaining required work schedules; demonstrates responsible attendance and use of leave; prepares adequately for responsibilities to be assumed when absent.
8.	Accounts for student attendance and punctuality; coordinates students' assignments with teacher.
9.	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.
10.	Meets certification and accreditation standards.
11.	Seeks to improve through professional development and evaluation activities.
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 _____