



EMPLOYEE NAME: _____

Revised: 4/88; 8/91; 5/92; 6/92; 4/94; 10/94; 1/98; 6/02; 1/05; 8/06; 9/07; 7/08; 7/10; 2/12; 10/12; 1/18; 6/18; 8/19

JOB DESCRIPTION

POSITION TITLE: Foundation Instructor	JOB CODE: 157 (Certified) or 157B (Classified)
DIVISION: Leadership & Accountability	SALARY SCHEDULE: Teacher
DEPARTMENT: Leadership	WORK DAYS: 188
REPORTS TO: Principal	PAY GRADE: Based on CIT4, Step 1
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides instruction to enhance the learning of the students; strives to ensure the over-riding goal of enhancing the esteem of each student in a positive learning environment.	

REQUIREMENTS:

1. Educational Level: Bachelor Degree required
2. Certification/License Required: Valid Georgia Teaching Certificate preferred
3. Experience: Experience in classroom instruction preferred
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication skills

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. Conducts classroom and small group activities based on self-developed lesson plan.
3. Provides supervision of students and a safe learning environment for students; conducts routine record keeping; prepares materials for instruction.
4. Locates, operates, and returns generic school equipment; maintains equipment and coordinates repair/replacement.
5. Conducts and maintains classroom housekeeping.
6. Conceives, develops, and implements curriculum.
7. Presents daily instruction of grade-level specific topics with supplemental class activities to enhance the learning experience.
8. Develops instruction to enrich grade level Georgia Performance Standards with skill application, tasks and projects.
9. Plans, facilitates, and directs classroom activities that enable the students to demonstrate knowledge and newly learned skills.
10. Serves on appropriate committees as requested.
11. Performs other duties as assigned by the appropriate supervisor.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____