



EMPLOYEE NAME: _____

Revised: 8/87; 8/92; 1/94; 11/94; 2/97; 3/01; 10/12; 5/17; 6/18

JOB DESCRIPTION

POSITION TITLE: Teacher, Elementary School	JOB CODE: 080, 085, 100, 101, 102, 103, 104, 105
DIVISION: Leadership	SALARY SCHEDULE: Teacher
DEPARTMENT: Leadership	WORK DAYS: 188
REPORTS TO: Principal	PAY GRADE: CIT (4, 5, 6, 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.	Exhibits professionalism in all job related situations; follows professional ethics in all work related activities.
3.	Adheres to local school procedures and regulations in a supportive manner; demonstrates loyalty to the school and its leadership; avoids behaviors which detract from staff morale; works cooperatively with colleagues and the community; promotes a positive school environment that enhances student learning; helps maintain a positive and cooperative climate.
4.	Maintains required work schedule in a punctual manner; demonstrates responsible attendance and use of leave.
5.	Provides instruction that is appropriate; communicates responsibly with all individuals and groups; assumes a fair share of outside-the-classroom school responsibilities; maintains plans according to policies and/or directives; promotes the responsible use of materials and equipment; submits accurate paperwork on schedule; prepares adequately for responsibilities to be assumed when absent.
6.	Accounts for student attendance and punctuality; directs the conduct of students in accordance with policies at all times; takes all reasonable measures to protect students' health and safety.
7.	Follows all county, state, and federal policies and procedures.
8.	Meets certification and accreditation standards.
9.	Seeks to improve through professional development and evaluation activities.
10.	Presents a personal appearance which enhances the image of the school.
11.	Maintains prompt and professional communication with parents.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____