

Teacher Job Description

This position is responsible for planning, organizing, and implementing an appropriate instructional program in a learning environment that is conducive to learning and encourages students to develop and fulfill their academic potential.

Education

Required: Bachelor's Degree from an accredited college or university.

Preferred: Certification or endorsements in more than one academic area.

Experience, Skills, and Certification Required:

- Georgia Teacher Certification or be eligible for certification.
- Extensive knowledge of subject matter assigned to teach.
- Ability to develop concepts and ideas in oral and written form.
- Knowledge of the learning process and child development.
- Ability to work cooperatively with parents, the school and the district in providing service to students.
- Possess strong interpersonal skills and the ability to work cooperatively with students, teams, and groups.
- Ability to differentiate instruction based on the needs of the students.
- Knowledge of testing and data analysis.

Experience, Skills, and Certification Preferred:

- Completion of an approved teacher training program.
- Certification or endorsement in more than one academic area.

Duties and Responsibilities (Charter District Accountability Plan Goals 1, 2 and 4)

- Provides instruction to students based on Georgia Standards of Excellence and the Putnam County Charter System Accountability Plan Goals.
- Provides instruction designed to meet the individual needs of students.
- Plans and implements instruction based on standards, the Accountability Plan Goals and the needs of the students using multiple teaching strategies.
- Establishes and maintains standards of student behavior necessary to achieve to provide a classroom atmosphere conducive to learning.
- Evaluates students using multiple assessment methods such as teacher made tests, samples of student work, mastery skills check lists and district level assessments.
- Communicates with parents through conferences, student parent portal, and other means to discuss student progress and interpret the school program.
- Administers State mandated assessments in accordance with state and district testing policies.
- Evaluates students' academic growth, keeps accurate records, reports, etc. as required by school board policy, state regulations and federal guidelines.
- Participates in professional learning and other assigned training to improve classroom instruction.

- Communicates curriculum and student-related information effectively in oral and written expression.
- Respects the confidentiality of records and information regarding students, parents, and teachers according to the Georgia Professional Standards and the Teacher Code of Ethics.
- Attends staff, department, and committee meetings as assigned.
- Enforces school board policies and regulations.

Terms of Employment:

Salary is based on the approved salary scales and school work days.