

SURRY COUNTY PUBLIC SCHOOLS
TEACHER
JOB DESCRIPTION

Job Title:	Teacher
Salary Index:	1.00
Reports to:	Principal or designated administrator
FLSA Status:	Exempt

SUMMARY

Help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women in the Surry County Public Schools by performing the following duties.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.

- Meet and instruct assigned classes in the locations and the times designated. Plan a program of study that, as much as possible, meets the individual needs, interests and abilities of the students.
- Create a classroom environment that is conducive to learning, correlated to the Standards of Learning, and appropriate to the maturity and interest of the students
- Prepare for classes assigned and show written evidence of preparation upon request of immediate supervisor.
- Encourage students to set and maintain standards of classroom behavior; model appropriate communication skills by using standard grammar, good diction, and correct spelling.
- Employ lesson plans to guide the learning process toward the achievement of curriculum goals, and in harmony with the goals, establish clear objectives for all lessons, units, and projects; communicate these objectives to students. Employ a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Strive to implement, by instruction and action, the school board's philosophy of education and instructional goals and objectives stated in the Standards of Quality, Standards of Learning, and the school division's curriculum.
- Assess the accomplishments of students on a regular basis and provide progress reports as required.
- Diagnose the learning difficulties of students on a regular basis, seeking assistance of county specialist as required.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintain accurate, complete, and correct records as required by law, county policy, and administrative regulation.

- Assist the administration in implementing all policies and rules governing student life and conduct; develop reasonable rules of classroom behavior and procedure; maintain order in the classroom in a fair and just manner; demonstrate the ability to handle unforeseen problems effectively.
- Plan and supervise purposeful assignments for teacher assistants and volunteers, cooperatively with department heads, and evaluate their job performance.
- Make provisions for being available to students and parents for education related purposes outside of the instructional day when required or requested to do so under reasonable terms.
- Strive to maintain and improve professional competence; meet technology competencies as approved by the Board.
- Attend staff meetings and serve on staff committees as required. Cooperate, relate well with associates, and reflect appropriate appearance, personality, and self-control.
- Other duties as assigned by the principal or Board.

SUPERVISES

Staff members designated by the Board or the Superintendent

EDUCATION and/or EXPERIENCE

A Professional Teaching Certificate with an endorsement in the area assigned is required. No prior job experience is required. Other alternative to the above qualifications that the Board may find appropriate and acceptable.

PHYSICAL REQUIREMENTS

Involves limited physical tasks including lifting, and may involve operation of equipment such as computers, copiers, overhead projectors, etc.

TERMS OF EMPLOYMENT

Based on teacher salary scale and years experience

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on **Evaluation of Personnel.**

