JOB DESCRIPTION

POSITION: Teacher

SALARY: Paid on State Certificate

QUALIFICATIONS:

1. A valid N.C. teaching certificate in the appropriate area.

2. Such alternative to the above qualifications as the Board may find acceptable.

REPORTS TO: Principal

JOB GOAL: To help students learn subject matter and skills that will contribute to their educational and social development.

PERFORMANCE RESPONSIBILITIES:

1. Teaches assigned subject area using the course of study adopted by the Board of Education and other appropriate learning activities.

2. Creates a classroom environment that is conducive to effective learning and appropriate to the maturity and interest of the students.

3. Employs a variety of instructional techniques and instructional media consistent with the needs and capabilities of the individuals or student groups involved.

4. Strives to implement by instructional and action the philosophy of the school.

5. Evaluates student academic and behavioral progress, keeps appropriate records and prepares progress reports.

6. Diagnoses students needs on a regular basis and cooperates with the other professional staff members at the school and county level in helping students solve health, attitude, and learning problems.

7. Communicates with parents through conferences and other means to discuss the student's academic and behavioral progress and interprets the school programs.

8. Develops lesson plans and instructional materials and provides individualized small group instruction in order to adapt the curriculum to the needs of each pupil.
9. Translates lesson plan into learning experiences so as to best utilize the available time for instruction.

10. Assists the administration in implementing all policies and/or rules governing student life and conduct. For the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.

11. Makes detailed lesson plans for the substitute teacher to follow whenever it is know that sick or personal leave has to be taken.

12. Makes provision for being available to students and parents for education related purposes outside the instructional day when required or requested to do so under reasonable terms.

13. Assists in the selection of books, equipment and other instructional materials.

14. Maintains accurate up-to-date attendance records for all students.

15. Supervises pupils in out-of-classroom activities during the assigned workday.

16. Administers group standardized texts in accordance with the required testing program.

17. Cooperates with other members of the staff in planning instructional goals and methods.

18. Attends and participates in faculty meetings.

19. Participates in faculty committees and the sponsorship for pupil activities.

20. Provides for own professional growth through an ongoing program of reading, attending county and state sponsored workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.

TERM OF EMPLOYMENT: Ten Months

EVALUATION: Performance of this job will be evaluated in accordance with provision of the Board’s policy on evaluation of certified personnel.

INSTRUCTIONS TO APPLICANTS: An application must be on file in the Personnel Office. If you do not have an application on file, you may obtain one at the Buncombe County Schools Administrative Office.

BUNCOMBE COUNTY SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER