

AMELIA COUNTY PUBLIC SCHOOLS
AMELIA, VIRGINIA 23002

JOB DESCRIPTION

TITLE: Classroom Teacher
REVISION DATE: March 2018
LOCATION: Amelia County School Board Office
STATUS: Exempt, Full Time – 10 months or 200 days

PRIMARY PURPOSE:

The classroom teacher will provide effective and productive teaching/learning situations in the classroom or learning environment. The teacher will assist students to achieve knowledge, skills, and attitudes to progress to become productive citizens and lifetime learners. The teacher will provide guidance for the learner who will encourage the learner to accomplish tasks that result in the desired learning such as the ability to read, write, and comprehend. The teacher will create conditions that will encourage and stimulate learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Acts professionally and personally responsible for the order and progress of classes under his/her authority, direction, and supervision.
- Meets and instructs the students(s) in the locations and at the time designated;
- Develops and maintains the physical environment of the classroom that is conducive to effective learning within the limits of resources provided by the system;
- Prepares for classes assigned and shows evidence of preparation upon request of the immediate supervisor;
- Encourages students to set and maintain high standards of classroom behavior; Provides an effective program of instruction including, but not limited to:
 - Instructional skills;
 - Knowledge of child growth and development;
 - Knowledge and use of materials and resources in accordance with the adopted curriculum and consistent with the physical limitations of the location provided;
- Demonstrates mastery of content area;

- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Maintains and upholds school and county policies and procedures;
- Assists in upholding and enforcing school rules and administrative regulations.
- Makes provision for being available to students and parents for education-related purposes within contractual commitments;
- Attends and participates in faculty and department meetings;
- Prepares an annual and daily program of curriculum, instruction, and assessment for the assigned content area;
- Provide daily/weekly/unit lesson planning on a daily basis for supervision to review and/or enable a substitute teacher, when necessary, to take up the work and move forward;
- Cooperates with other members of the staff in planning instructional goals, objectives, and methods;
- Adjusts instruction to meet the needs and abilities of individual students;
- Attends all staff meetings called by school or division administration;
- Develops, in cooperation with colleagues and administration, a plan for enrichment and/or intervention of instruction for the classroom instruction;
- Develops an enriching, engaging classroom environment with a behavior and classroom management plan in such a way to increase the learning opportunities of all students;
- Requests all supplies, books, equipment, materials and services, through administration using the proper requisition process;
- Assists in the selection of books, equipment, and other instructional materials;
- Works to establish and maintain open lines of communication with students, parents, and colleagues concerning both the academic and behavioral progress of all students;
- Performs related duties as assigned by the superintendent and/or administration in accordance with the school/system policies and practices.

MARGINAL JOB FUNCTIONS

1. Professional Development – Be involved in professional enrichment to the extent necessary to keep abreast of development in education and in the field of general education.
2. Transportation of Equipment – Lift, move, carry and otherwise transport equipment and materials weighing up to 35 pounds.
3. Professional and Confidential – Be professional in dealing with school matters. All

matters are to be kept confidential. Reports are made to the appropriate person or group.

4. Working with Groups – The Teacher will serve with parents, colleagues, students and administrative groups as requested in advancing educational and related activities and objectives.
5. Record-keeping – The Teacher will perform such record-keeping functions as are necessary and appropriate by law, system policy, and/or administrative regulations.
6. Public Relations - Demonstrate a professional, positive relationship and good overall customer service with all stakeholders.
7. Curriculum Development – The Teacher will aid in curriculum design, planning, and revisions as necessary.

SUPERVISION EXERCISED:

The Teacher does not have adult supervision responsibilities unless they have a special assignment like a student teacher

SUPERVISION RECEIVED:

The Teacher performs duties under the supervision of the School Administrators

MINIMUM QUALIFICATIONS:

- Minimum of a Bachelor's Degree in an education preparation program or alternate minimum college credits to complete an educational preparation program for teaching (i.e. Career Switcher program)
- Required to have teacher licensure issued by Virginia Dept. of Education (VDOE) with appropriate grade or subject endorsement or hold a VDOE issued provisional license showing progress in obtaining a full, teaching license

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrate knowledge of teaching and learning of various audiences and group dynamics.
- Ability to use of computer/technology and applicable software
- Ability to plan and supervise the work of others
- Demonstrate excellent communication skills, both written and oral, and ability to establish and maintain positive and effective working relationships with staff and the public
- Ability to operate computers/technology to manage records and other writing materials
- Ability to orally communicate effectively with others, with or without the use of an interpreter
- Ability to communicate effectively in writing, using the English language with or without the use of auxiliary aids or services
- Ability to review, understand and apply concepts presented in training programs, conferences and/or professional literature
- Ability to work with and cooperate with staff at all levels
- Ability to observe and follow all school division policies at all times
- Ability to keep student and personnel information and records confidential
- Possess high moral standards and integrity

- Demonstrate professional and personal characteristics necessary for working effectively with school personnel and members of the community

WORKING CONDITIONS AND REQUIREMENTS:

The duties of this position are complex and diverse. Successful candidates must have the ability to multitask, deal with change, and show initiative and assume responsibility for working productively with minimal supervision. Must have the ability to sit or stand for extended periods of time in an office/classroom environment, see and read a computer screen and printed material with or without visual aids, hear and understand speech at normal levels and on the telephone, speak clearly and in audible tones in person and on the telephone, follow oral and written instructions, and be physically agile to lift up to 35 pounds.

The Amelia County Public Schools reserves the right to update, revise or change this position description and related duties at any time.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

(Updated: March 30, 2018)