

LANGSTON CHARTER MIDDLE SCHOOL

Job Description Form: Teacher



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| Job Title: | Teacher | | |
| Department: | Teaching Faculty | | |
| Reports to: | Principal | Supervisor: | David Wooten |
| Supervises: | Students | | |

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|---|------------------------|----------------------|
| Type of position: | Yearly Contract Dates: | Daily Contract Time: |
| <input type="checkbox"/> 12 month salary | Start Date: August 12 | Start Time: 7:45 AM |
| <input checked="" type="checkbox"/> 10.5 month salary | End Date: June 10 | End Time: 4:00 PM |
| <input type="checkbox"/> 12 month hourly | | |
| <input type="checkbox"/> 10.5 month hourly | | |

GENERAL DESCRIPTION OF POSITION

The primary task for the teacher is to plan, organize and implement an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfill their academic potential. The teacher will also assist when appropriate with other duties related to students.

EDUCATION AND CERTIFICATION QUALIFICATIONS

- Bachelor's Degree in field of study
- Valid South Carolina Certificate, or equivalent, to practice as teacher

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge: is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies in area instruction.
- Skills: required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.
- Abilities: required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

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DUTIES AND RESPONSIBILITIES

- Administers And Develops subject specific assessments for the purpose of assessing student competency levels and/or developing individual learning plans.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress towards objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Counsels students for the purpose of improving performance, health status, problem solving techniques and a variety of personal issues.
- Demonstrates And Differentiates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addressing individual student requirements.
- Instructs students for the purpose of improving their success in academics through a defined course of study.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Monitors students in a variety of educational environments (e.g. classroom, school grounds, hallways, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Participates in a variety of meetings and professional development activities for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of written materials (e.g. grades, lesson plans following scope and sequence, correspondance with parents and students, examinations and quizzes, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, zero tolerance offenses etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and board policies.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Responds to inquires from a variety of sources (e.g. other teachers, parents, administrators, students, central offie staff, etc.) for the purpose of resolving issues, providing information and/or direction.
- Working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures.