

Georgetown County School District
Job Description

Job Title: Teacher - High School Level Band (9th - 12th Grade)

Supervisor: Principal/Department Head

FLSA: Exempt

Term of Employment: 190 days

Job Summary:

Planning, organization, and implementation of the appropriate instructional program to address the learning needs of the students; to guide and encourage students to develop and fulfill their potential in both academic and extracurricular activities.

Qualifications:

- Degree(s) from an accredited college or university
- South Carolina Teacher Certification in appropriate area
- Prior job experience preferred
- Such alternatives to the above qualifications as district administration may find appropriate and acceptable

Essential Duties:

- Teaches courses utilizing standard of study adopted by the Board of Education and other appropriate learning activities
- Education and other appropriate learning activities
- Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students
- Develops lesson plans and organizes daily classes so that demonstration, instruction, and abilities of the students
- Prepares for classes assigned, and shown written evidence of preparation upon request of immediately superior
- Provides individual and small group instruction in order to adapt the curriculum to the needs of students with varying intellectual abilities, attitudes, and cultural backgrounds
- Assesses accomplishments of students on a regular basis and provides progress reports to principal, parents, and district as required
- Identifies student needs, and cooperates with other professional staff members in helping students solve health, attitude, and learning problems
- Makes provision for being available to students and parents for education-related purposes outside the instructions day when required or requested to do so under reasonable terms
- Maintains an accountable record of student attendance and makes daily reports
- Uses a variety of available resources (computer, media and etc.)
- Selects and requisitions books and instructional aids, and maintains required inventory records; may resource speakers and field trips

- Assists the administration in implementing all policies and rules governing student life and conduct, and for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner
- Participates in faculty committees and the sponsorship of student activities
- Participates in curriculum and other developmental programs
- Maintains professional competence through in-service education activities, attending meetings, and/or subscribing to professional journals
- Maintains accurate, complete and correct records as required by the district and administration
- Participates cooperatively with the principal or designee to develop the method by which the teacher will be evaluated in conformance with district guidelines
- Participates in standardized testing programs as directed
- Assists in keeping classes for other teachers as necessary
- Performs all duties imposed on a teacher by the District and the laws of South Carolina, to comply with all district policies and regulations, and attend required school and district meetings or activities
- Provide opportunities for students to perform as they are able
- Supervise budgeting, purchasing and fundraising activities
- Build music programs that attract students and that provide experiences they wish to repeat in subsequent years
- Provide leadership and oversight for all aspects of the school's music program including recruiting, retention, rehearsals and performances
- Seek to build a strong musical tradition
- Supervisor may assign other duties as needed

Other Duties:

Perform other tasks and responsibilities as assigned by the Principal or other appropriate administrator.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must exhibit manual dexterity to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal workplace levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal workplaces, outdoors and on the telephone; physical agility to lift up to 40 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment.

Duties may be conducted in work-related community settings and/or occasionally performed on study trips away from the school.

Salary Scale - salary based on years of experience and degree level

https://gcsd.k12.sc.us/UserFiles/Servers/Server_194233/File/Departments/human%20resources/2019%2020%20teacher%20salaries.pdf

Last Update: 8/23