

New Kent County Public Schools

Job Description: Teacher



Position: Teacher

Job Type: Full-time

Contract: 200 days; 10 month employee

Salary Scale: Per approved board scale

FLSA Status: *Exempt*

Virtual Risk (COVID-19): Mild Risk

In-Person Teaching Risk: Moderate

General Definition of Work: Performs intermediate professional work providing teaching and/or training services to students in general instruction or in a specialized subject or assigned group of subjects, motivating students to develop skill in assigned subject matters, and related work as apparent or assigned. Work is performed on site in schools under the moderate supervision of the Department Head/Head Teacher and school principal. Limited supervision is exercised over Paraprofessionals.

Qualifications Requirements: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Essential Functions:

- Teaches in a primary, elementary, middle, high or vocational school instructional program and class environment favorable to learning.
- Teaches a broad range of subjects or specialized subject matter specified in state law and administrative regulations and procedures of the school system; motivates students to achieve maximum potential.
- Develops lesson plans and instructional materials; develops individual programs for special needs students.
- Translates lesson plans into learning experience.
- Integrates subject area content and technology.
- Adapts teaching materials and methods to develop relevant sequential assignments that guide and challenge students. Develops standards for critical analysis through group discussions.
- Assesses and evaluates needs of students; provides instruction in individual or group sessions; establishes and maintains standards of behavior.
- Formulates and implements behavior modification programs for special needs students.
- Integrates subject area content and technology.
- Identifies student needs; assists with assessment of needs.
- Administers standardized tests in accordance with established procedures.
- Encourages students to think independently, develop and express original ideas.
- Evaluates students' progress; maintains appropriate records; prepares progress reports. Communicates with students, student counselors and parents through conferences and other means.
- Maintains professional competence through in-service education and self-selected professional books and instructional materials.
- Selects and requisitions books and instructional materials.
- Assists with extra curricular activities and field trips as assigned.
- Participates in curriculum development programs, faculty committees and student activity sponsorship as required.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of the subject(s) taught; thorough knowledge of primary, elementary, middle, high school or special education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching; thorough knowledge of school system rules, regulations and procedures; ability to deliver articulate oral presentations and written reports; skill in the use of personal computers and related software

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packages, hardware and peripheral equipment; ability to establish and maintain standards of behavior; ability to establish and maintain effective working relationships with associates, students and parents.

Education and Experience:

Bachelor's degree with coursework in assigned specialty area, or related field, or equivalent combination of education and experience. Master's degree is preferred.

Special Requirements

Possession of appropriate license(s), certificate(s), and/or endorsement(s) for position as required by the Commonwealth of Virginia and School Board. Possession of an appropriate driver's license valid in the Commonwealth of Virginia and the ability to operate motor vehicles.

Marginal Functions:

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Required Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information.

Human Interaction: Requires the ability to maintain a cordial and effective relationship with visitors and clients.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. **Verbal Aptitude:**

Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages as needed; may require ability to utilize principles of fractions and/or interpret graphs as needed. **Functional Reasoning:** Requires the ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Physical Requirements and Working Conditions:

Physical Ability: Tasks involve the ability to exert physical effort in frequent standing, walking, sitting and repetitive motions at the school or department work site daily, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 25 pounds). Tasks may involve extended periods of time standing or sitting. **Sensory Requirements:** Most tasks require visual perception and discrimination; Hearing is required to perceive information at normal spoken word levels; Most tasks require oral communications ability. **Environmental Factors:** Tasks are regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances. Work is generally in a moderately noisy location (e.g. business office, playground, classroom, light traffic).

The New Kent County School Division will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job.

Evaluation: Performance on this job will be evaluated in accordance with school board policy and administrative regulations of professional personnel.

Supervision Exercised: Principal and Assistant Principal

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New Kent County Public Schools will conduct a background investigation (fingerprinting) of all individuals recommended for employment.

The New Kent County School Board is an equal opportunity employer, committed to non-discrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, pregnancy (including childbirth or related medical conditions), marital status, sexual orientation, genetic information, veteran status or disability is prohibited.