



Lauderdale County Board of Education
Florence, Alabama

Job Description
TEACHER

Reports To: Principal
FLSA Status: Exempt
Contract Days: 187 Days
Salary: Based on the System Salary Schedule

Qualifications:

- 1. Minimum: Bachelor's degree in Education from an accredited college or university.**
- 2. Certified in accordance with the Alabama State Department of Education Requirements.**

Purpose of Job:

To lead, guide and direct students in the mastery of grade level and subject area content standards and academic and social skills that will contribute to their development as mature, able, and responsible citizens.

Essential Duties and Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive.

- Meets and instructs assigned classes in the locations and at the times designated.
- Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
- Creates a classroom environment that is safe, intellectually stimulating, conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned and shows written evidence of preparation.
- Establishes clear outcomes for all lessons, class work, and projects. The outcomes are communicated to students.
- Supports the program of study, using a variety of instructional techniques, instructional media and technology.
- Serves as a model for the district's mission, vision, and goals.
- Assesses the progress of students on a regular basis and adjusts instruction accordingly.
- Posts grades in a timely manner and provides progress reports as required.
- Recognizes potential learning disabilities of students and seeks the assistance of qualified personnel.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Assists the administration in implementing all policies and rules governing student life and conduct.

- Develops reasonable procedures, rules of behavior, and maintains order in the classroom in a fair and just manner.
- Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so.
- Plans, supervises, and provides guidance for teacher aide(s) and volunteer(s) and, cooperatively with department heads, evaluates their job performance.
- Attends and participates in staff meetings and serves on staff committees.
- Analyzes and uses appropriate data to guide instruction and develop assessments.
- Maintains a standard of performance and conduct as required by state, law, local board of education, and community expectations.
- Provides detailed plans for substitute teachers including lessons, schedules, and rules regarding classroom organization, procedures, and individual student needs.
- Supervises pupils at school related functions to include on and off campus activities.
- Maintains professional competence through in-service education activities.
- Assists in budget preparation and in the selection of books, instructional supplies, materials, and equipment.
- Performs such other tasks and assumes such other responsibilities as the Principal may from time to time assign or delegate.

Additional Job Functions:

Perform other duties as assigned.

Physical Demands

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 the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

*Employee Signature: _____ Date: _____

Employee Printed Name: _____

*All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.