



## Richmond County Schools

Dr. Joe Ferrell, Superintendent  
118 Vance Street, Hamlet, North Carolina 28345  
Phone: 910-582-5860

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**POSITION:**                      **HIGH SCHOOL INSTRUCTIONAL TEACHER**

**REPORTS TO:**                      Principal

**JOB DESCRIPTION:**

This position involves teaching and guiding high school students in academic subjects, social development, behavior, and essential life skills. Responsibilities include planning and delivering a comprehensive educational program, supporting students in their personal growth, helping them navigate lifestyle choices, and assisting with career and vocational planning. Additional related duties may be assigned as needed.

**QUALIFICATIONS:**

- Must have a Bachelor's or foreign equivalent degree.
- Possess/qualifies to hold a NC teaching license in related discipline.
- Maintain Licensure & CEUs

**ESSENTIAL FUNCTIONS:**

- 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 requirement.
- 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, correspondence 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 inquiries from a variety of sources (e.g. other teachers, parents, administrators, students, central office staff, etc.) for the purpose of resolving issues, providing information and/or direction.
- Directs assistant teachers, student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Supports other classroom teachers for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### **WORKING ENVIRONMENT:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

**Employment will require extensive background check.**