



**Job Title:** 3rd Grade Teacher

**Supervisor:** Reports to the Building Principal or other appropriate School Administrator

**Terms of Employment:** 190 days

**Job Summary:**

Position requires the 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 curricular and extracurricular activities.

**Essential Duties:**

1. Plan, prepare and deliver instructional activities that facilitate active learning experiences.
2. Develop lesson plans.
3. Establish and communicate clear objectives for all learning activities.
4. Prepare classroom for class activities.
5. Provide a variety of learning materials and resources for use in educational activities.
6. Identify and utilize different instructional resources and methods to support the learning needs of students at varying levels of progress.
7. Instruct and monitor students in the use of learning materials and equipment.
8. Provide for the care and protection of school property.
9. Use relevant technology to support instruction.
10. Observe and evaluate student performance and development.
11. Assign and grade class work, homework, tests, and assignments as appropriate.
12. Provide appropriate feedback on student work.
13. Monitor and encourage individual student progress.
14. Provide guidance to students which will promote educational development.
15. Maintain accurate and complete records of student progress and development.
16. Update records accurately and completely as required by laws and district policies.
17. Prepare required reports on students and activities.
18. Manage student behavior and maintain discipline by establishing classroom rules and procedures and enforcing classroom, school, and district rules and procedures.
19. Participate in department, school, and district meetings and professional development activities as appropriate.
20. Stay current with most recent developments in appropriate subject area as initiated by the school or district.
21. Cooperate with and participate in the planning, implementation, and evaluation of the total school program.
22. Foster and maintain effective communication with parents and/or guardians.



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**Other Duties:**

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

**Job Specifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and Abilities Required):**

1. Bachelor's Degree or Higher from an accredited college or university.
2. Certification as required by the state of South Carolina in Early Childhood or Elementary.
3. Other professional and personal qualifications as deemed necessary for acceptable fulfillment of assigned responsibilities.

**Physical Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. High levels of energy and enthusiasm are highly important to being able to perform all duties in a satisfactory manner.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds;
- Sufficiently mobile to ensure the safety of students;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

**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.

**Pay Grade:** Teacher Pay Scale

Please click [here](#) for salary scales.

***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***

*Revised 10-20-2025*