

**Ware County School System**  
**Job Description**  
**CERTIFIED PERSONNEL**

Site: Elementary Schools  
Position Title: Elementary Teacher  
Reports To: School Principal  
Work Year: 190 contract  
FLSA Status:  Exempt     Non-Exempt

Primary Function: Provides appropriate instruction in a safe and orderly environment conducive to learning for all assigned students.

**Qualifications:**

- Educational Level: Bachelors Degree  
 Certification/Licensing: Valid GA teacher's certificate  
 Proficiency Skills: Written and oral communication skills, student management, supervisory and leadership skills. Ability to employ a variety of instructional strategies that connect the curriculum to the learners. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.  
 Personal Skills: Pleasant personality, cooperative attitude, behavior meets the standards set forth in GA's Code of Ethics for Educators  
 Physical Skills: Stamina to perform essential duties

**Essential Duties:**

1. Maintains a pattern of prompt and regular attendance.
2. Demonstrates knowledge and proficiency in the use of the Internet and email as applicable to job responsibilities.
3. Demonstrates knowledge and proficiency in the use of other computer applications as applicable to job responsibilities.
4. Demonstrates appropriate verbal, written and telephone communication skills.
5. Acts in a professional manner and maintains a professional attitude towards the public and colleagues; adheres to cultural diversity guidelines, and exhibits the fundamentals of good public/customer service.
6. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.
7. Maintains confidentiality of sensitive information and material; adheres to chain of command.
8. Maintains a professional appearance as appropriate for job responsibilities.
9. Maintains and improves knowledge and skills to promote proficiency in the operations of an organized, modern, updated and efficient classroom, department, or facility.
10. Participates in professional organizations, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.
11. Shows initiative and assumes responsibility for all aspects of job responsibilities; performs routine duties and tasks with little or no direct supervision.
12. Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style.
13. Supervises and evaluates all assigned personnel.
14. Provides instruction.
15. Assesses and encourages student progress.
16. Manages the learning environment.
17. Follows professional practices consistent with school and system policies in working with students, students' records, parents, and colleagues.
18. Complies with rules, regulations, and policies of governing bodies and supervisory personnel.
19. Demonstrates professional practices in teaching.
20. Acts in a professional manner and assumes responsibility for the total school program, its safety and good order.
21. Assumes such other duties as may be assigned.
22. Assesses and encourages student progress by promoting engagement, monitoring student progress, responding to adequate and inadequate performances and showing support of students in an appropriate manner.
23. Manages the learning environment by using time efficiently, maintaining an effective physical setting for instruction and maintaining appropriate student behavior in the classroom.
24. Provides adequate information, plans, and materials for substitutes.
25. Complies with rules, regulations, and policies of governing bodies and supervisory personnel.
26. Demonstrates professional practices in teaching.
27. Assumes other duties, including extra-curricular activities, as assigned.
28. Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications; works effectively with colleagues and exhibits the fundamentals of good public/customer service.
29. Completes reports, documentation, duties and other assignments in a prompt and professional manner.
30. Implements system initiatives such as Thinkgate and prioritized unit plans.

## Important Notes

### ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed—even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. *(An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Assistant Superintendent of Personnel Management)*. It should also be noted the order of performance responsibilities as listed in the job description is not designed or intended to rank duties in any order of importance relative to each other.

### QUALIFICATIONS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

I acknowledge the duties of this job and understand the responsibilities required of the position.

\_\_\_\_\_

Print Employee's Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Employee

\_\_\_\_\_

Print Supervisor/Principal Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Supervisor/Principal