

**Hapeville Charter School  
JOB DESCRIPTION**

**Job Title:** High School Classroom Teacher

**Entry Range:** Please see Teacher Salary Schedule

**Organization:** Hapeville Charter Career Academy

**Work Schedule:** 190 Workdays

**Reports To:** Principal

**FLSA Status:** Fulltime -Professional Exempt

**Position Summary**

Under the general supervision the School Principal, the classroom teacher provides instruction for students that enables them to learn and demonstrate mastery of the Georgia Performance Standards.

**Essential Duties**

**General Responsibilities:**

- ◆ Provides content-related and appropriate instruction based on Georgia and Hapeville Charter's curriculum
- ◆ Provides classroom environment which promotes active learning in subject area
- ◆ Exhibits knowledge of performance-based instruction and assessment
- ◆ Communicates responsibly with students, parents, colleagues, and school leadership
- ◆ Accounts for student attendance and punctuality
- ◆ Follows all school, county, state, and federal policies and procedures
- ◆ Follows professional ethics in all work-related activities

**Additional Responsibilities:**

- ◆ Prepares adequately for responsibilities to be assumed when absent
- ◆ Works with parents/guardians in all aspects of the student's educational program
- ◆ Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications
- ◆ Integrates appropriate technology into classroom instruction
- ◆ Avoids behaviors which detract from staff morale
- ◆ Performs other duties as assigned by the appropriate administrator

**Minimum Qualifications**

**Education:** Bachelor's Degree from a regionally accredited university required

**Certification (PREFERRED)** Valid Georgia Teaching Certification in applicable field required, or must be eligible to hold a valid Georgia Teaching Certificate

**Knowledge/Skills/Abilities:**

- ◆ Proven communication and instructional strategies
- ◆ Classroom management skills
- ◆ Excellent communication skills both orally and in writing
- ◆ Excellent organizational skills

**Working Conditions:**

- ◆ Classroom environment

**Physical Demands:**

- ◆ Ability to lift and carry 30-50 pounds with assistance
- ◆ Ability to push or pull a maximum of 50 pounds
- ◆ May require stooping or crouching

*This document provides descriptive information about the above Hapeville Charter Schools position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content of and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Fulton County Schools reserves the right to make changes to this document as deemed necessary without providing advance written notice.*