



Secondary Teacher (Grades 7-12) Job Description

G.C. SCHOOL BOARD

Job Purpose: The Secondary School Teacher provides high-quality, standards-based instruction to students in grades 7–12. The teacher creates a safe, supportive, and engaging learning environment that promotes academic achievement, critical thinking, and responsible citizenship in alignment with the standards of the Mississippi Department of Education and George County School District policies.

Knowledge, Skills, and Abilities

Knowledge

- Knowledge of subject matter content and secondary curriculum standards adopted by the Mississippi Department of Education.
- Knowledge of current instructional strategies, educational pedagogy, and differentiated instruction practices.
- Understanding of adolescent growth and development.
- Knowledge of data analysis, student information systems, and action planning processes.
- Knowledge of applicable federal and state education laws and regulations.

Skills

- Skill in designing, implementing, and evaluating standards-based instruction.
- Skill in assessing student learning and adjusting instruction to meet diverse academic needs, including special populations.
- Skill in integrating instructional technology and district software applications.
- Skill in organizing and coordinating work effectively.
- Skill in communicating clearly and professionally with students, parents, colleagues, and administrators.

Abilities

- Ability to establish and maintain effective classroom management and student supervision.
- Ability to build and maintain cooperative working relationships.
- Ability to engage in self-evaluation and pursue continuous professional growth.
- Ability to maintain confidentiality and demonstrate professionalism.

Minimum Qualifications

- Bachelor's degree from an accredited college or university in the appropriate subject area or education field applicable to the teaching assignment.
- Valid Mississippi educator license with appropriate endorsement(s) issued by the Mississippi Department of Education.
- Meets all background check and employment eligibility requirements established by state law and district policy.
- Successful prior teaching experience preferred.
- Meets additional qualifications and requirements as established by the school district.

Duties and Responsibilities

Instructional Responsibilities

- Develop and implement lesson plans aligned with state standards and district curriculum goals.
- Deliver instruction using a variety of research-based strategies to maximize student learning.
- Conduct ongoing assessment of student progress and modify instruction accordingly.
- Administer district and state assessments in accordance with testing guidelines.
- Provide individual and small-group instruction as needed; and select and requisition appropriate instructional materials and maintain inventory records.

Classroom Environment

- Establish and maintain a safe, respectful, and productive learning environment.
- Promote responsible citizenship and appropriate student behavior consistent with district policies.
- Supervise students at all times, including during out-of-classroom activities and school-related transportation.
- Demonstrate awareness of students’ academic, social, emotional, and developmental needs.
- Treat students with courtesy and respect.

Student Support and Compliance

- Implement accommodations and modifications as required by IEPs and Section 504 plans.
- Maintain accurate records of attendance, grades, assessments, and student progress as required by district procedures and law.
- Ensure compliance with district policies, administrative regulations, and applicable laws.

Communication and Collaboration

- Communicate effectively with parents/guardians regarding student progress and school activities.
- Encourage parental involvement in the educational process.
- Collaborate with grade-level and subject-area staff to evaluate curriculum and improve instruction.
- Participate in faculty meetings, committees, and professional learning communities.
- Share instructional strategies, materials, and ideas with colleagues and demonstrate willingness to offer and receive feedback.

Professional Expectations

- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures.
- Demonstrate punctuality, prompt and regular attendance, reliability, and professional conduct.
- Participate in professional development activities, workshops, seminars, and other growth opportunities.
- Cooperate in the use and care of district equipment and materials.
- Support extracurricular activities and attend required meetings and events.
- Travel to school district buildings and professional meetings as required.
- Perform other job-related duties as assigned by the immediate supervisor.
- Supports the George County School District Core Beliefs and Mission.

Terms of Employment: Contract / 187 Days

FLSA Status: Exempt

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

_____ Employee’s Printed Name

_____ Employee’s Signature & Date

_____ Supervisor’s Signature & Date