



# Mobile County PUBLIC SCHOOLS

## Job Description Title – SOCIAL STUDIES TEACHER

**SUPERVISED BY/REPORTS TO:** Principal or his/her designee

**FLSA Designation:** Non-exempt

### QUALIFICATIONS:

- Bachelor's Degree or higher from an accredited college or university. For those who would take an alternative certificate path a major in History with some government and geography classes is preferred.
- Valid Alabama teaching certificate in the grade level, subject area(s) assigned.
- Ability to be punctual and maintain regular attendance.

### KNOWLEDGE:

- Basic subject matter of social science; principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of secondary students.

### LANGUAGE SKILLS:

- Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as the Alabama Course of Study, safety rules, Individual Education Plans (IEPs), operating and maintenance instructions, procedure manuals, governmental regulations, professional journals, and any other instructional documents deemed necessary to carry out the requirements of the job. Ability to write routine reports and correspondence that conform to prescribed style and format.

### INTERPERSONAL SKILLS:

- Works well with and respects others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Ability to effectively present information and respond effectively to questions in one-on-one situations and promotes positive interactions with other faculty members and stakeholders. Teachers should be sure that all their social media accounts are professional and appropriate. Does not project personal beliefs or biases onto students or faculty members.

### REASONING ABILITY:

- Ability to plan, organize, develop, and conduct a comprehensive teaching and instruction program in the social science course being taught for students in the secondary grades. Ability to identify and define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions. Ability to connect standards and skills to real world situations.

### COMPUTER SKILLS:

- General knowledge of computer usage and ability to use email, internet software, and word processing software. Must learn other software used by the district, i.e. PowerSchool, Schoology etc. Must be able to develop and/or facilitate an online course.

### PHYSICAL REQUIREMENTS:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job:*

The employee is regularly required to speak and listen. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal. The teacher is occasionally required to stoop,

kneel, or squat. The teacher may be on their feet standing for over an hour. The teacher may regularly lift and/or move up to 25 pounds and occasionally lifts to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.

### **PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:**

1. Teaches knowledge and skills in social science, including social studies, history, American government, political science, or humanities, to secondary students utilizing course of study adopted by the Board of Education, and other appropriate learning activities; Develops student skills of listening, speaking, reading, and writing, that are fundamental to effective communication and literate citizenship.
2. Plans a balanced social science program involving factual background material, material on current events, discussion, and other appropriate activities. Creates a classroom learning environment that represents the content being taught and engages learners.
3. Uses various questioning techniques which lead students to higher levels of thinking, including analyzing, synthesizing, hypothesizing, and testing of hypotheses and value judgements.
4. Designs or selects and uses planned sequences of instruction to develop student understanding of factual background material, social studies, concepts, and generalizations, as well as critical reasoning and discussion skills. Should illustrate use of primary and secondary sources.
5. Demonstrates knowledge and exhibits skills in implementing the best instructional practices and varied teaching methods (i.e., individual, small group, remedial instruction but not limited to), to address student learning styles and achieve meaningful and measurable outcomes in accordance with course of study guidelines and student learning objectives. Uses a variety of appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
6. Actively establishes and maintains appropriate student supervision so that students have a safe, orderly, effective, and productive environment in which to learn. Utilizes a variety of behavior management strategies and techniques, including behavior modification, reinforcement and other positive behavior shaping processes, as needed. Upholds local school and district discipline procedures.
7. Cooperates in school-wide supervision of students for both in-class and during out-of-class activities. Actively supervises students in hallways before, after, and between classes, in library, in the cafeteria, bus areas, and at special events, ensuring safety and security.
8. Provides appropriate instruction and modifications for students with special needs, including exceptional education students and students who have limited proficiency in English. Differentiates instruction to meet the needs of diverse students for the purpose of providing an effective program that meets district requirements and able to work with Special Education and ELL teachers.
9. Participates in administration of state and/or standardized testing as assigned; establishes appropriate testing environment and ensures test security by adhering to testing procedures and policy manuals.
10. Uses ongoing formative and summative assessments to monitor and document student progress; interprets and uses data (including but not limited to standardized tests, and other tests results) for diagnostic and instructional planning purposes to provide feedback to all stakeholders, to acquire district support when necessary, and to enhance student achievement.
11. Knowledgeably and responsibly communicates accurate and timely regarding individual student progress via newsletters, emails, notes, phone calls, to all relevant stakeholders. Keeps electronic gradebook up to date.
12. Organizes daily class time so that instruction can be accomplished within the allotted time; develops weekly lesson plans (following scope and sequence) and instructional materials; translates lesson plans into learning experiences to best utilize the available time for instruction; provides appropriate, detailed instructions/plans for substitute teacher in event of absence. Lesson plans must be made available to local school administration and district staff when asked.
13. Reflects on daily instruction and utilizes research-based best practices to modify practices for greater student achievement outcomes.

14. Maintains fair, accurate and timely grading policies and procedures, attendance, email, and web pages as required through the technology system provided by the district. Keeps online course assignments and resources up to date.
15. Integrates technology to support effective instruction, student learning, and classroom management. Grades papers, assignments, and assessments promptly and accurately.
16. Cooperates in making available time for student help and parent conferences outside of school hours when requested under reasonable terms.
17. Assists in the selection of books, equipment, and other instructional materials. Uses teacher allocation funds to support instructional needs.
18. Maintains appropriate confidentiality regarding school/workplace matters including social media and online platforms.
19. Maintains and engages in personal professional growth, adheres to professional standards, and demonstrates professional ethics, sound judgment, and leadership. Attends all required in-service training meetings and workshops. Attends and participates in faculty meetings. Cooperates and collaborates with other staff members in planning instructional goals, objectives, and methods.
20. Reports potential problems, or unusual events, to appropriate administrative or supervisory personnel. Reports incidents (i.e. fights, suspected child abuse, suspected substance abuse, bullying, depression, suicide threats etc.) for the purpose of maintaining the personal safety of students and employees.
21. Reports absences and takes leave in accordance with Board policies and procedures.
22. Adheres to school system rules, administrative procedures, local Board policies, and state, federal regulations.
23. Is a role model for students and supports the mission of the school district.
24. Works well with all administrators, teachers, and other members of the school staff.
25. Performs other duties assigned by supervisor, administrator, or principal.

#### **OTHER DUTIES:**

Participates in various student and parent activities which occur in school including but not limited to PTA or PTO, student clubs and after school activities.

Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.

#### **WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Works in a classroom setting. The noise level is usually low to moderate but occasionally high depending on classroom activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens. Outside carpool and traffic duty may occasionally be required.

#### **EVALUATION**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Evaluation will be conducted by the building principal or his/her designee.

#### **TERMS OF EMPLOYMENT**

9-months (187 days) 7 hours per day usually Monday through Friday. Daily work schedule will be determined by the Principal or his/her designee. Work assignments and schedules are subject to change.

#### **SALARY**

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.