



**Murphy-Harpst**  
LIFE AND HOPE FOR CHILDREN

## **Job Description**

# **Certified Teacher**

**Classification:** Exempt

**Salary Grade/Level/Family/Range:** Certified or Operations Professional  
Pay based on Dept. of Education Salary Schedule for Teachers

**Reports to:** Headmaster- Glen York Academy

**Date of Last Review:** July 2017

**Infection Control Category:** 2

### **Summary/Objective**

The Certified Teacher instructs assigned clients through development of a structured classroom environment that will promote intellectual, emotional and social growth. With the assistance of paraprofessional and support staff, this position plans and implements instructional programs for clients with emotional challenges. The incumbent will diagnose learning skill deficits and deliver set instructional techniques as determined by Headmaster. The Certified Teacher will consult with school personnel to coordinate efforts in providing services to students.

### **Essential Functions**

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

1. Instructs students through lectures, discussions, visual aids, and other effective teaching methods for student comprehension
2. Maintains communications with school support staff and other stakeholders.
3. Prepares lessons and outlines to use in class that effectively cover the material.

4. Administers various types of assessments to monitor student's performance- behavior and other issues.
5. Interacts in a professional manner with students and parents
6. Supervises the behavior of students at all times
7. Responds to problems by following appropriate channels to find a solution
8. Assesses and encourages student progress
9. Monitors daily attendance of students
10. Manages the learning environment
11. Follows professional practices consistent with school and system policies in working with students, students' records, parents, and colleagues
12. Complies with school, system, and state administrative regulations and Board of Education policies
13. Demonstrates professional practices in teaching
14. Acts in a professional manner and assume responsibility for the total school program, its safety and good order
15. Adheres to the Code of Ethics for Educators in Georgia
16. Actively promotes positive behavior by serving as a role model for consumers in areas including but not limited to appropriate peer relations, conflict resolution, life skills, collaborative problem solving, self-esteem, and positive attitude.
17. Maintains knowledge of behavior management principles, crisis de-escalation techniques, and Therapeutic Crisis Intervention (TCI) skill.
18. All other duties as assigned by the Director of Headmaster and/or Executive Leadership.

### **Competencies**

1. Engaging Students
2. Establishing Learning Environment
3. Subject Matter Knowledge
4. Planning and Design
5. Goal Assessment
6. Organizational Skills

### **Supervisory Responsibility**

This position has no supervisory responsibility.

### **Work Environment**

This job is in a professional office environment in a behavioral health school setting. Employees are subject to the occasional physical and emotional behavior of consumers.

### **Physical Demands**

**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 talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position requires that incumbent be physically and emotionally fit to perform the duties outlined by being able to do the following on a regular scheduled basis: Ability to lift 60 – 120 pounds unassisted or 120 – 200 pounds with assistance. Must be highly alert with very quick reflexes in order to respond to emergency situations; able to perform Therapeutic Crisis Intervention (TCI).

**Position Type/Expected Hours of Work**

This is a full-time, 190 Day position. Work period is generally to August to May. Work times are from 8am until 4pm on weekdays. Evening and weekend work is rare.

**Travel**

No travel is expected for this position.

**Required Education and Experience**

1. Bachelor’s Degree or higher in a Georgia Professional Standards Commission approved program specified for the position.
2. Demonstrated ability, knowledge, and personal qualities to skillfully perform the duties and responsibilities of the position.

**Preferred Education and Experience**

1. At least one (1) year of teaching experience in the subject offered.

**Additional Eligibility Qualifications**

1. Must have a philosophy compatible with Board of Education policy and MHCC Mission
2. Must have knowledge of subtle differences between Behavioral Health Schools and Public Schools.
3. Posses a personal attitude congenial with other faculty and staff.
4. Working knowledge of a variety of software programs, including but not limited to Microsoft Word and Excel.
5. Must be 21 years of age or older to comply with state requirements
6. Must pass pre-employment background checks and have clearance before hire. Must pass a pre-employment physical and drug screen before hire. Must submit all required pre-employment documentation before hire.

**AAP/EEO Statement**

Murphy Harpst Children’s Centers is an Equal Opportunity Employer.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.**

**Signatures**

**This job description has been approved by all levels of management:**

Manager \_\_\_\_\_

HR \_\_\_\_\_

**Employee signature below constitutes employee's understanding of the requirements, essential functions, duties of the position and that this job description has been reviewed with the employee's supervisor.**

Employee \_\_\_\_\_ Date \_\_\_\_\_