



Lowcountry Leadership Charter School
Job Description: Elementary (K5-5th grade) School Teacher (POOL)
2024-2025 School Year

This position is responsible for providing self-contained education services to a variety of students in a classroom setting. Instructs students, maintains student discipline and is responsible for student academic achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all school policies and procedures as published in the **LLCS Employee Handbook**.
2. Develops and maintains a **Project-Based Learning** classroom environment conducive to effective learning
3. Develops weekly and long-range lesson plans that are reflective of a program of interactive study that meet the individual needs, interests and abilities of students.
4. Grades papers, assignments, and assessments promptly and accurately and maintains up-dated data in **PowerSchool, PowerTeacher, and GradeBook**.
5. Prepares report cards and progress reports.
6. Facilitates conferences with students and parents.
7. Completes required reports in specified time and manner.
8. Designs and implements appropriate instruction of subject assigned in accordance with students' needs, the **LEAD Curriculum Framework**, the **LLCS Charter**, and SC State Standards.
9. Conducts appropriate assessments of students' work and maintains accurate and regular data on students in areas of attendance, grades and 504/IEP progress, if applicable.
10. Actively supervises students in hallways before, after school hours, and at special events.
11. Works to establish and maintain open lines of communication with students and their parents concerning the academic and behavioral progress of their students through conferences, written messages, telephone calls and/or e-mail.
12. Uses a variety of instructional media, consistent with the needs and capabilities of the individuals or student groups involved.
13. Takes all responsible precautions to provide for health and safety of the students and to protect equipment, materials and facilities.
14. Appropriately maintains and secures confidential records and inquiries.
15. Maintains appropriate certifications and training hours as required.
16. Cooperates and collaborates with other members of the staff in planning instructional goals, objectives curriculum and instructional methods.
17. Professionally represents the school in interactions with parents, community, staff, and students.
18. Attends work regularly and is punctual.

[APPLY ONLINE](#)

Lowcountry Leadership Charter School
5139-A Gibson Road, Meggett, SC 29449
P.O. Box 189, Hollywood, SC 29449

O/F: (843) 889-5527/5529

www.lowcountryleadership.org
info@lowcountryleadership.org