

7.3600 JOB DESCRIPTIONS

Legal References: G.S. 115C-47(18), -307

Job descriptions shall be developed for all employee positions. Each job description must identify the essential functions of the position and should stress expected working relationships with other employees and whatever duties are directly or indirectly related to student performance.

Job descriptions will be used as criteria in screening applicants and evaluating employees. Job descriptions will also be used in organizational planning, budgeting and personnel administration.

Job descriptions shall be kept on file and available to employees and applicants in the office of the Principal.

A. Certified employees. At a minimum, the following contractual provisions shall be included in the job description for every certified position:

- 1) Teach or otherwise carry out professional educational duties and responsibilities as assigned by job description for the position to which the employee is assigned, including:
 - a) supervision of all assigned students to ensure their continued safety and well-being while so assigned;
 - b) instruction and assessment of all assigned students in accordance with the practices and procedures adopted by the FLA Board of Directors and administered by the Principal; and
 - c) enthusiastic implementation of the Project-Based Learning curriculum and related instructional and assessment strategies as developed by the FLA professional staff.
- 2) Support the mission and objectives of Falls Lake Academy as developed and adopted by the FLA Board of Directors.
- 3) Maintain a valid, current NC teaching license, or, if not yet licensed, continue active pursuit of a valid, current NC teaching license.
- 4) Participate in all professional development, staff meetings, parent conferences, and all other professional events and activities organized and directed by the FLA administration and/or Board of Directors.
- 5) Conduct himself/herself in a professional manner at all times when representing Falls Lake Academy, both at school and away from school, including the personal adoption and display of those standards of dress, behavior, and decorum expected of FLA personnel as outlined in the FLA Staff Handbook.
- 6) Be a positive role model for children and youth in the school and the community.
- 7) Fulfill and carry out all additional professional duties and responsibilities as assigned by the FLA Principal.

B. Classified employees. At a minimum, the following contractual provisions shall be included in the job description for every classified position:

- 1) Teach, assist classroom teacher(s), perform office and/or administrative duties, or otherwise carry out duties and responsibilities as assigned above, including:
 - a) supervision of all assigned students to ensure their continued safety and well-being while so assigned;
 - b) instruction and assessment of all assigned students in accordance with the practices and procedures adopted by the FLA Board of Directors and administered by the Principal; and
 - c) enthusiastic implementation of the Project-Based Learning curriculum and related instructional and assessment strategies as developed by the FLA professional staff.
- 2) Support the mission and objectives of Falls Lake Academy as developed and adopted by the FLA Board of Directors.
- 3) Participate in all professional development, staff meetings, parent conferences, and all other professional events and activities organized and directed by the FLA administration and/or Board of Directors.
- 4) Conduct himself/herself in a professional manner at all times when representing Falls Lake Academy, both at school and away from school, including the personal adoption and display of those standards of dress, behavior, and decorum expected of FLA personnel as outlined in the FLA Staff Handbook.
- 5) Be a positive role model for children and youth in the school and the community.
- 6) Fulfill and carry out all additional professional duties and responsibilities as assigned by the FLA Principal.