

Duties and Responsibilities of Sharonda Bostic
Lamar County High School
2019-20

Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students. Prepare objectives and outlines for courses of study, following Georgia Standards Curriculum guidelines.

Prepare, administer, and grade class work, quizzes, tests and projects and grade tests and assignments to evaluate students' progress. Process materials for class activities. Provide students with demonstration and work time with opportunities to observe, question, and investigate giving an instructional balance-time management.

Adapt new teaching methods and instructional materials to meet students' varying needs and interests. Observe and evaluate students' performance and behavior. Prepare and implement remedial instruction for students requiring extra help.

Administer and enforce rules for behavior and procedures for maintaining order in and outside the classroom. Confer with other teachers, counselors, and administrators in order to resolve students' behavioral and academic problems.

Maintain accurate and complete student records as required by laws, district policies, and administrative regulations. Contact and meet with parents/guardians to discuss their child's progress and behavior.

Instruct and monitor students in the use and care of computer equipment and materials, in order to prevent injuries and damage.

Sponsor CTSO-FBLA-Future Business Leaders of America with goals for building and maintaining a productive and professional chapter at Lamar County High School.

Meet with other professionals in industry to discuss program needs and progress in the Business Administration and Management Pathway.

Administer and expand an Advisement committee for the Business Management and Administration Pathway to meet and discuss planning and implementing real world applications into the classroom curriculum for each course.

Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.

Select, store, order, issue, and inventory classroom equipment, materials, and supplies.

Plan and supervise class projects, FBLA, field trips, visits by guest speakers, or other club activities, and allow students leadership opportunities for growth.

Administer standardized ability and achievement tests, and interpret results to determine students' strengths and areas of need. Prepare reports on students and activities as required by administration.

Attend staff meetings and professional learning activities, and serve on committees as required.

Perform daily duties such as assisting in hall monitoring, and bus loading/unloading and car rider duties.