CENTER GROVE COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION

Position Title	**Teacher, Social Studies**
Building/Department	**Assigned Middle School**
Supervised & Evaluated By	**Building Administrator or Designee**

Position Details:
Days Per Year: **180**
Hours Per Day: **7.5**

Employment Status:
- ☑ Full-Time Employment
- ☐ Part-Time Employment
- ☐ Temporary Employment
- ☐ Seasonal Employee

Benefit Level:
- ☐ **A Certified Administrators**
- ☐ **B Directors and Coordinators**
- ☐ **C Support Staff**
- ☐ **D "Other" (No Benefits)**
- ☑ **Bargaining Unit**
  Master Teacher Contract

FLSA Overtime Status:
- ☑ Exempt
- ☐ Non-Exempt

Job Description Updated:
06/2026

Minimum Qualifications and Credentials Required:

- Bachelor's Degree required
- Indiana Teaching License required, specialization in Social Studies required.
- Possesses exemplary interpersonal skills
- Possesses exemplary communication skills in both writing and orally
- Is self-directed and highly motivated
- Is able to work with a team

Essential Functions:

- Teaches courses in Social Studies to secondary pupils, following the course of study adopted by the Board of Education and appropriate curriculum publications as guidelines in teaching individual course content
- Utilizes an adopted course of study, instructional program guidelines, and other materials in planning and developing rigorous lesson plans and teaching outlines
- Plans, develops, and utilizes a variety of instructional materials and aids appropriate to the intellectual and instructional level of pupils from varied socioeconomic and cultural backgrounds, and who possess a range of mental and emotional maturity
- Individualizes and adapts educational processes and procedures to enhance pupil educational opportunities
- Provides group and individual instruction to motivate pupils, and effectively utilizes the time available for instructional activities
- Maintains appropriate standards of pupil behavior, using behavioral management strategies and techniques, including positive reinforcement and behavior shaping procedures

- Reviews, analyzes, evaluates, and reports pupil academic, social, and emotional growth
- Counsels, confers with and communicates with parents, school, and District personnel regarding pupil progress, and in the interpretation of the educational program
- Encourages and assists students in setting and maintaining standards of classroom behavior
- Assists the administration in implementing all policies and rules governing student life and conduct and maintains order in the classroom in a fair and just manner
- Assesses the accomplishments of students on a regular basis, keeps appropriate records and provide progress reports as required
- Commits to availability to students and parents for education-related purposes outside the instructional day
- Maintains accurate, complete, and correct records as required by law, district policy and administrative regulations
- Other duties as assigned

Physical Requirements:

1. Must be able to perform physical labor without restriction such as bending, lifting, stooping and carrying objects.
2. Must be able to lift up to 30 pounds.
3. Must be able to walk and stand for extended periods of time.

WE ONLY ACCEPT ON-LINE APPLICATIONS- Please go to: Center Grove- Employment Opportunities

If you are a new applicant you will have to create a profile to apply for this position.

If you have any questions regarding the on-line application process, please contact the Human Resource Department at (317)881-9326