



## CLASSROOM TEACHER K-2

**JOB SUMMARY:** To plan, organize and implement an appropriate instructional program in an elementary learning environment that guides and encourages students to develop and fulfill their academic potential. Work is performed under the supervision of the Lead Administrator.

### Essential functions of the job may include but are not limited to the following:

- Develop systems of work, lesson plans, instructional materials and tests that facilitate active learning in a variety of subjects and that are in accordance with established procedures.
- Use variety of learning materials and resources for use in educational activities.
- Prepare the physical classroom for class activities.
- Assign and grade class work, homework, tests and assignments.
- Instruct and monitor students in the use of learning materials and equipment
- Encourage student creativity and innovation, critical thinking and problem solving, monitoring progress of individual students and use student data to adjust teaching strategies.
- Observe and evaluate student's performance and development, provide appropriate feedback on student work.
- Establish and communicate clear objectives for all learning activities.
- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Understand, analyze, and successfully use a variety of detailed student testing and performance data.
- Manage student behavior and discipline in and out of the classroom by establishing and enforcing rules and procedures in accordance with the rules and disciplinary systems of the school.
- Ability to manage students of all ages outside of the classroom environment.
- Maintain accurate and complete records of students' progress, development and activities, including, but not limited to, grades and attendance.
- Update all necessary records accurately and completely as required by laws, district policies and school regulations.
- Use current hardware, software and media technology; to support and differentiate instruction, for use as student assignments and project based learning, and to communicate with staff, students and parents.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Participate in school professional development activities.
- Participate in department, school and parent meetings.

### Other functions of the job include but are not limited to the following:

- Demonstrate ability to utilize techniques such as role-playing, dialogue, language games, literature, cultural experiences and film to create engaging, motivating lesson plans.
- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Deal with obstacles and constraints in a professional manner.
- Ability to adjust to and use new instructional approaches in performance of his/her duties.
- Maintain dress and appearance appropriate to a professional office setting.
- A commitment to ongoing professional development.
- Serve as mentor and role models to students.
- Appropriately and with kindness, solve student difficulties (ex: forgotten lunches and minor injuries).
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed.
- Other duties as assigned.

### Knowledge, Skills, and Ability Required:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum of B.A/B.S degree in teaching from an accredited institution or related field teaching.
- Current Idaho Teachers Credential endorsed to teach in content area required by the position.

- Ability to establish and maintain cooperative and effective working relationships with other individuals and when working in teams.
- Ability to communicate effectively orally and in writing.
- Must have the ability and proven ability to report to work on a regular and punctual basis.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Meet professional teacher education requirements of school and state.
- Knowledge and implementation of relevant technology.
- Knowledge of and or training with using the 7 Habits program to work with children at school preferred.

**Physical Requirements:**

Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift, move and/or support up to 50 pounds (and/or up to adult size body weight with two-to-three person lift). Required to listen, speak, read and write English. Position can require some degree of physical interaction with students who have difficulty controlling physical behavior. Work will require the ability to function in a possibly loud, emotional or chaotic environment associated with children from 5 to 15. Work environment requires some exposure to outdoor weather conditions.

**Note:** This description reflects administrations assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

**Contractual Period:** School Year Position

**Daily Schedule:** Determined by School Year Calendar

**Wage:** Placement on the Certified Salary schedule

**Benefits:** Medical, Dental, Vision and PERSI are available.

**The Mission of The Village Charter School** is to provide a high quality free public education for our students, enriching knowledge through a challenging and engaging curriculum, hands on experience, real world application and creative methods. Each student is given the opportunity to achieve their full potential in a safe, supportive, loving environment preparing them for higher education, satisfying employment, and responsible citizenship. Our village includes passionate, innovative and encouraging teachers, administrators, parents and community members all working together to support our students.