Aleutians East Borough School District

(907) 383-5222 • PO BOX 429 • SAND POINT, AK 99661-0429

JOB DESCRIPTION

TITLE	TEACHER – K-6	TR-001.01

ORGANIZATIONAL UNIT	Schools – Instruction		
BARGAINING UNIT	The Aleutians East Education Association (AEEA)		
WORK GROUP	Certified		
WORK YEAR	Approximately 189 days (August through May)	**FLSA EXEMPT**	Yes

JOB SUMMARY

Elementary teachers create a flexible elementary grade program and a class environment favorable to learning and personal growth; establish effective rapport with students; motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for middle school education, in accordance with each student's ability; and establishes good relationships with parents and with other staff members. This position reports to and is evaluated by the site principal.

This position requires a valid Alaska educator certificate. The number of workdays is based upon the prevailing negotiated agreement. Positions that are 0.50 FTE to 1.0 FTE are associated with the Alaska Teachers' Retirement System (TRS), positions that are 0.40 to 0.49 FTE are associated with the Alaska Employees' Retirement System (PERS). Positions that are 0.39 FTE or less are not eligible for state retirement benefits.

JOB REQUIREMENTS

The following are **required**:

1. A valid Alaska initial, professional, or master teaching certificate.
2. Evidence of content knowledge shown by:
   a. a posted degree in the content area of this position; or
   b. a posted minor in the content area of this position; or
   c. passing Praxis Subject Assessments scores (formerly Praxis II) in the content area of this position; or
   d. an endorsement in the content area of this position

ESSENTIAL JOB FUNCTIONS

The responsibilities listed below are representative of the essential functions of this position. Successful candidates:

1. Can describe their philosophy of education and demonstrate its relationship to their practice.
   a. Understand how students learn and develop
   b. Apply that knowledge in their practice.
2. Establish and maintain standards of pupil behavior to achieve an effective learning atmosphere.
   a. Organize class time to provide a balanced program of instruction, demonstration, work time and assessment.
   b. Guide the learning process toward the achievement of curriculum goals and – in harmony with the goals – establish clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.

3. Teach students with respect for their individual and cultural characteristics.
4. Know the teacher's content area and how to teach it.
    a. Develop lesson plans and instructional material and provide individualized and small group instruction to adapt the curriculum to the needs of pupils.
    b. Translate lesson plans into developmentally appropriate learning experiences.
    c. Can use current technology to enhance instruction.
    d. Can use technology for record-keeping and research.
    e. Apply knowledge of current research and theory to instructional program.
5. Facilitate, monitor, and assess student learning.
    a. Evaluate pupils' academic and social growth, keep appropriate records, and prepare progress reports.
    b. Identify pupil needs and make appropriate referrals and develop strategies for individual education plans.
6. Create and maintain a learning environment in which all students are actively engaged and contributing members.
    a. Provide individualized and small group instruction to adapt the curriculum to the needs of the student.
    b. Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
    c. Create an environment for learning through functional and attractive displays, interest centers, and exhibits of student's work.
    d. Supervise student environment, students, and volunteers.
7. Work as a partner with parents, families, and the community.
    a. Communicate regularly with parents by means of newsletters, notes, phone calls, conferences, etc.
    b. Liaise with members of the community.
8. Participate in and contribute to the teaching profession.

PHYSICAL/MENTAL DEMANDS

The physical demands of this job require frequent standing, walking, sitting, speaking, and hearing. Specific visual abilities are also required. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing less than 40 lbs. Additionally, the employee must be able to understand vague and implicit instructions, be able to readily recall facts and details, handle conflict and make effective decisions under pressure. The employee must have the ability to effectively manage the stress of working with students, parents, and other employees representing diverse cultures, personalities, and work styles in a dynamic work environment.

The AEBSD is committed to providing reasonable accommodations, according to applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

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WORK ENVIRONMENT

Work is performed in a professional environment with a wide variety of individuals having differing functions, personalities, and abilities, including working with diverse groups of people in a variety of different settings.

While performing the duties of this job the employee may be regularly exposed to a video display. The employee may be exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

ADDITIONAL JOB INFORMATION

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as requested by any person authorized to give instructions or assignments.

Aleutians East Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also be able to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

Offers of employment are contingent upon completion of a satisfactory criminal background check in addition to the background check conducted through the certification process with the Alaska State Department of Education and Early Development (DEED).

The Aleutians East Borough School District is an Equal Opportunity Employer.