

Teacher - Elementary

Purpose Statement

The job of Teacher - Elementary is done for the purpose/s of providing support to the instructional process by serving as a teacher with specific responsibility for facilitating effective instructional practices; supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

This job reports to Building Principal

Essential Functions

- Adapts classroom work (e.g. reading, math, science, etc.) for the purpose of providing students with instructional materials that address individualized learning plans designed to accommodate IEPs and meet the learning needs of all students.
- Administers state and district assessments for the purpose of assessing student competency levels and/or developing individual learning plans.
- Advises parents and/or legal guardians of students (e.g. student academic progress, behavioral issues, expectations, etc.) for the purpose of developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress (e.g. objectives, expectations, and/or goals, etc.) for the purpose of providing feedback on progress to students, parents and administration.
- Collaborates with a variety of stakeholders (e.g. instructional staff, other school personnel, administration, parents, a variety of individuals and groups within the community, etc.) for the purpose of improving the overall quality of student outcomes and achieving established classroom objectives, in support of the school improvement plan.
- Counsels assists, and interacts with students (e.g. academic performance assessment, health status, problem solving techniques, personal issues, etc.) for the purpose of facilitating student achievement.
- Demonstrates methods required to perform classroom and/or subject specific assignments (e.g. IEPs requirements for academic assignments, etc.) for the purpose of providing an effective program that addresses individual student requirements.
- Develops curriculum (e.g. design and implementation of grade level and content appropriate curriculum, etc.) for the purpose of ensuring student learning.
- Maintains confidentiality (e.g. appropriate file containment of correspondence, written and verbal communications, etc.) for the purpose of ensuring confidential communication in all student learning activities.
- Manages student behavior (e.g. classroom, playground, hallways, field trips, nap times, etc.) for the purpose of providing a safe and optimal learning environment.
- Organizes age appropriate activities (e.g. indoor, outdoor, etc.) for the purpose of ensuring student participation in learning activities.

- Participates in a variety of meetings and professional development opportunities (e.g. grade level, building, parent-teacher, conferences, PLCs, professional development workshops and training, etc.) for the purpose of conveying and/or gathering information required to create successful student learning.
- Prepares a variety of written materials (e.g. grades, attendance, anecdotal records, assessment results, accurate educational records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Reports incidents (e.g. inappropriate student behavior, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to school policies and procedures.
- Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction to appropriate personnel.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; behavioral management strategies; best instructional strategies and practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive, positive and professional relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; working flexible hours; effective communication skills; and

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing

Continuing Educ. / Training

Maintains Certificates and/or Licenses
Continuing Education Requirements

FLSA Status

Exempt

Certificates and Licenses

Driver's License & Evidence of Insurability
Teaching Credential

Clearances

Criminal Justice Fingerprint/Background Clearance

Approval Date

Salary Grade