



Assignment:	Teacher: Classroom K - 5		
Group:	Certified	FLSA Status:	Exempt
Licensure:	Professional Educator License Required		
Location:	Elementary School	Terms of Employment:	198 Days
Supervisor:	Building Principal		

Job Goal: To create a flexible elementary grade program and a class environment favorable to learning and personable growth; to establish effective rapport with students to motivate to develop skills, attitudes, and knowledge needed to provide a good foundation for upper elementary grade education, in accordance with each student's ability; to establish good relationships with parents & with other staff members.

QUALIFICATIONS:

- Valid Professional Educator License endorsed in K-5 Self-contained
- ESL Endorsement preferred
- Must be able to project a positive image of the district to staff, students, parents and the community
- Must have the ability to travel to/from various locations in the district as needed

Duties and Responsibilities:

1. Effectively implements the course of study adopted by the Board of Education in the areas of Language Arts (reading, writing, listening, speaking, & English), social studies, mathematics, science, art, health, & other appropriate learning activities
2. Effectively instructs students in citizenship and basic subject matter as specified in state law and regulations, and stated in district regulations, expectations, procedures, and standards of performance
3. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student
4. Translates lessons plans into learning experiences so as to properly utilize the available time for instruction
5. Effectively establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom
6. Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports as specified by the district
7. Effectively communicates with parents through conferences and other means to discuss students' progress and interpret the school program
8. Identifies student needs and cooperates with other professional staff members in assessing and modifying instruction to meet the individual needs of students



9. Creates an effective environment for learning through functional and attractive displays, bulletin boards, interest centers and learning stations
10. Maintains professional competence through inservice education activities provided by the district and/or self-selected professional growth activities, and meets the district's policies for continuing university study
11. Participates in the evaluation process with the appropriate administrator to improve performance according to the district evaluation plan
12. Participates with the principal in selecting appropriate texts, materials, and instructional aids, and maintains required inventory records
13. Supervises students in out-of-classroom activities during the working day as assigned
14. Administers group standardized tests in accordance with district testing program
15. Participates, as appropriate, in curriculum development programs
16. Participates in staff committees and student activities as appropriate
17. Performs essential job functions without direct threat to the health and safety of others
18. This list of essential job functions is not exhaustive and may be supplemented as necessary by the principal

CORE COMPETENCIES

- Highly ethical and able to maintain confidentiality.
- Demonstrates professional conduct at all times.
- Committed to continuous improvement and data based decision-making.
- Displays quality work through accuracy and attention to detail.
- Effective written, verbal, and technology based communication skills.
- Works effectively and productively as a member of a team.
- Exhibits a service orientation.
- Demonstrates technology skills as required by job responsibilities.
- Excellent attendance and punctuality.

Physical Activity Requirements

- Routine physical activity associated with normal school environment.
- While performing the duties of this job, the employee is regularly required to speak and hear to exchange information.
- The employee is frequently required to stand and walk. The employee is occasionally required to sit; climb and balance; bend at the waist, stoop, kneel, and perform work which involves occasional lifting, pushing and or pulling of objects up to 20 lbs.
- Specific vision abilities required by this job include close visual acuity, preparing and analyzing data, viewing computer, extensive reading.

EVALUATION: Building Principal