



**CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN**  
**TALENT DEVELOPMENT OFFICE**

## **Elementary School Teacher**

### **POSITION SPECIFICATIONS**

#### **REPORTS TO**

School Principal.

#### **PRIMARY FUNCTION**

To provide an instructional program which develops individual pupil competencies consistent with district programs and elementary school curricula.

#### **QUALIFICATION PROFILE**

##### **CERTIFICATION / LICENSE**

Connecticut teacher certification for Grades 1-6 (305); Integrated Early Childhood/Special Ed., Birth-Kindergarten (112); Integrated Early Childhood/Special Ed., Nursery-K-Elem., 1-3 (113); or Elementary, 1-6 (305).

##### **EDUCATION**

Bachelor's or Master's degree from an accredited college or university in education or other relevant field.

##### **EXPERIENCE**

Prior elementary teaching experience preferred.

#### **SKILLS, KNOWLEDGE & ABILITIES**

- Develops and implements programs consistent with the goals of the district.
- Demonstrates a knowledge, understanding, and application of the elementary school curriculum.
- Creates an atmosphere and presents an educational program which will be conducive to the intellectual, social and emotional growth of each student.
- Provides students with opportunities to develop critical thinking and decision making skill.
- Provides for creative activity through purposeful learning tasks.
- Employs a variety of teaching techniques through the use of instructional materials and visual aids.
- Uses community resources where applicable and available.
- Makes use of significant aspects of pupil growth as a guide in planning individual and group activities.
- Prepares and maintains written plans to meet the individual needs and creative abilities of students.
- Strong classroom management skills and work with diverse populations.

#### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

- Establishes criteria for evaluation and use of test to diagnose students' needs and progress.
- Confers with individual students relative to progress and recommends reinforcement procedures with enrichment activities.
- Keeps parent informed of student progress.
- Keep accurate records as required by district, building, state or federal requirements.

- Creates an atmosphere in which students feel free to express their views.
- Promotes student self-awareness, self-respect, confidence, and trust.
- Develops and encourage the use of good study habits.
- Provides a seating arrangement to meet the needs of individual students.
- Promotes proper care of instructional equipment and materials.
- Encourages students to care for and take pride in their classroom.
- Provides a learning environment conducive to students' educational development.

## ADDITIONAL DUTIES

- Shares professional literature and innovative practices with staff.
- Contributes to school committees, staff meetings and other staff efforts.
- Assists in interpreting the district's instructional program to parents and the community.
- Keeps informed of developments in the field of elementary education.
- Makes constructive use of personal evaluation.

## EQUIPMENT

Must be able to use a computer and job related equipment.

## TRAVEL REQUIREMENTS

Travel between schools at an infrequent/as needed basis.

## TERMS OF EMPLOYMENT

### SALARY & BENEFITS

Salary and benefits as set forth in the Local 871 collective bargaining agreement.

### WORK SCHEDULE

Follows school procedures as established by the principal in accordance with the agreement with the New Britain Federation of Teachers.

### UNION AFFILIATION

Local 871, New Britain Federation of Teachers.

## FUNDING SOURCE

Determined by position.

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*Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

REVISED:07/05  
REVISED:01/07  
REVISED: 2/22/2019  
PERSONNEL REVIEW: 2/25/19  
BOARD APPROVED: 3/4/19