POSITION: Elementary Teacher

REPORTS TO: School Principal

CONTRACT DAYS: 190 Days

FLSA Status: Exempt

Summary:

Creates a class environment favorable to learning and personal growth; to establish effective rapport with pupils; motivates pupils to develop skills, attitudes and knowledge needed to provide a good foundation for early childhood/elementary grade education, in accordance with each pupil's ability; establishes good relationships with parents and with other staff members.

Essential Duties and Responsibilities:

- Teaches district approved curriculum.
- Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
- Develops lesson plans, instructional materials, establishes standards based long/short range goals for students.
- Provides individualized and small group instruction to adapt the curriculum to the needs of each pupil.
- Obtains, analyzes and uses student demographics to guide instructional planning.
- Demonstrates a thorough command of the discipline/content he/she teaches.
- Translates lesson plans/instructional strategies into developmentally appropriate learning experiences.
- Communicates regularly with parents outside normal classroom day by means of newsletters, notes, phone calls, conferences, etc.
- Plans, establishes, and maintains procedures for managing pupils' behavior to achieve an effective learning atmosphere and to maximize instructional time.
- Uses a variety of formal and informal assessments to guide instruction and got provide feedback during instruction.
- Engages students in a variety of learning experiences that promote self-directed learning and student inquiry.
- Utilizes a variety of assessments to evaluate pupils' academic and social growth, keeps appropriate records and prepares progress reports and/or other indicators to reflect student achievement.
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- Identifies pupil needs and makes appropriate referrals and develops strategies for individual education plans.
- Maintains availability to students and parents for education-related purposes outside the instructional day.
- Plans and coordinates the work of paraprofessionals, parents, and volunteers in the classroom and on field trips.

- Provides individualized and small group instruction to adapt the curriculum to the needs of the student.
- Creates and maintains a safe environment for learning through functional and attractive displays, interest centers and exhibits of student's work.
- Demonstrates a command of classroom management by managing transitions between activities or classes.
- Participates in continuous high quality professional development in order to enhance his/her professional growth and development.
- Exhibits professional demeanor and behavior.
- Works to achieve organizational goals in order to make the entire school a positive and productive learning environment for students.
- Communicates, effectively, goals and instructional expectation for students in writing, orally and through posting of standards, objectives, or essential questions during classroom instruction, homework, assignments and/or home-school communications.
- Performs other duties as may be assigned by the Principal.

Education and/or Experience:

- Must have an earned Bachelor's Degree.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Certificates, Licenses, Registrations:

- Valid SC Teaching License in one of the following areas:
- Early Childhood grades K-2

Supervisory Responsibilities:

- Supervises students and volunteers.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Language Skills:

Ability to read, analyze and interpret professional journals, technical procedures and instructional manuals. Ability to design and write professional development plans, reports and data entry procedures. Ability to effectively present professional development and training and respond to questions from groups of educators, trainees, media, administrators and organization members.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in units of measurement, using whole numbers, common fractions, and decimals. Ability to work with mathematical concepts such as probability and statistical inference and in the display and interpretation of data. Ability to apply basic concepts of statistical analysis, fractions, percentages, ratios, and proportions to practical situations.

Reasoning Abilities:

- Ability to interpret and carry out instructions furnished in written, oral, diagram or schedule form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to analyze information and use logic to address work related issues and problems.
- Ability to identify student adjustment and/or academic problems, provide counseling and/or recommend appropriate remedial action to parents. Ability to supervise students and maintain order in various classroom and instructional activities and situations.

Other Skills and Abilities:

- Ability to perform duties with awareness of all district requirements and Board of Education policies.
- Ability to operate a personal computer and related software. Knowledge in the methods for developing lesson plans and materials, and classroom activities which stimulate learning. Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned.
- Ability to develop effective working relationships with students, parents, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to develop effective working relationships with staff and district employees. Ability to implement a flexible work schedule to meet the reporting deadlines. Proficiency with Microsoft applications such as Excel, Word, and PowerPoint required. Ability to perform duties with a high level of detail and accuracy. Ability to self-monitor and manage multiple tasks while working individually and with members of a group.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee will occasionally lift and/or move up to 50 pounds such as boxes of materials. The employee will sometimes push/pull items such as furniture or boxes of materials.
- While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen and/or reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Some driving required. Duties of the job require frequent use of a computer monitor and related equipment

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Office environment with limited exposure to environmental conditions. The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day. Frequent interruptions and immediate attention to unexpected situations are expected.
- The terms of employment detailed in this job description are based on full time employment during the school year. Conditions of employment adjusted for part time employees or individuals who are hired for less than an entire school year.

TERMS OF EMPLOYMENT:

The terms of employment detailed in this job description are based on full time employment during an entire school year. Conditions of employment are adjusted for part time employees or individuals who are hired for less than an entire school year.

EVALUATION:

Performance of this job will be evaluated annually according to Board Policy.

DISCLAIMER STATEMENT:

The information contained in this job-description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.