



East Lyme Public Schools Position Description

Position Title:	Teacher – Regular Education	
Department:	Instruction	
Reports To:	Building Administrator	
Prepared By:		Date:
Approved By:	Superintendent of Schools	Date: April 2011

SUMMARY:

To guide and facilitate the learning experience; to help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES. *Other duties may be assigned.*

The teacher must show knowledge of and demonstrate all the competencies. Thus the teacher:

- Demonstrates facility in the skills of reading, writing and mathematics.
- Demonstrates knowledge of the subject to be taught.
- Demonstrates knowledge of human growth and development as it relates to the teaching-learning process.
- Demonstrates a knowledge of the American public school system.
- Plans instruction to achieve selected objectives.
- Effectively implements instructional plans and uses appropriate instructional techniques.
- Effectively communicates with students.
- Helps students develop positive self-concepts.
- Facilitates the independence of the student as learner.
- Effectively organizes time, space, materials and equipment for instruction.
- Effectively assesses student needs and progress.
- Effectively meets the needs of exceptional students.
- Establishes a positive learning environment.
- Meets professional responsibilities.
- Encourages and maintains the cooperative involvement and support of parents and community.

Additional responsibilities include:

Planning and Preparation

- Correlates classroom objectives with school and district goals.
- Develops and maintains necessary educational materials.
- Provides plans for substitutes

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Instruction and Assessment

- Teaches desirable work habits and study skills.
- Encourages students to express their opinions and to respect the opinions of others.
- Encourages student self-evaluation.
- Reviews test results with students.

Professional Responsibility

- Is involved in school and/or districtwide issues or initiatives.
- Exhibits professional and ethical behavior as presented in the NEA/CEA Code of Ethics for the Education Profession.

SUPERVISORY RESPONSIBILITIES:

Supervises students and aides.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelors degree in education.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid teaching certificate.

OTHER SKILLS AND ABILITIES:

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 establish and maintain effective working relationships with students, peers, parents and community; ability to speak clear and concisely in written or oral communication.

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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.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. such as boxes of books and AV/VCR carts. The employee is directly responsible for the safety, well-being, or work output of other people

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

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.

The noise level in the work environment is usually moderate to loud. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety, well-being and work output of students.

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.