



## School District Personnel Description

<b>Position Title:</b>	<b>Teacher-Elementary</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Department:</b>	<b>Elementary School Instruction</b>
<b>Reports To:</b>	<b>Building Principal</b>

### **SUMMARY:**

Instructs students and facilitates their learning in accordance with corporation policies and state guidelines. Guides students in educational activities designed to promote intellectual, social, and physical growth. Teaches the essential skills that will contribute to students' development as educated and responsible adults.

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

- Teaches corporation-approved curriculum while creating a classroom and total school environment that is conducive to learning and is appropriate to the maturity and interests of the students.
- Assists the administration in implementing all policies and rules governing student life and conduct and develops and informs students of reasonable rules concerning classroom procedures and behavior and maintains a safe and orderly classroom environment.
- Meets and instructs assigned classes in the locations and times designated.
- Employs a variety of instructional techniques, instructional media, and performance assessments, which guide the learning process toward academic achievement and curriculum goals.
- Establishes clear objectives for all lessons, units, and projects and communicates these objectives to the students.
- Assesses the accomplishments of students in a variety of ways on a regular basis and provides progress reports as required.
- Maintains accurate, complete, and correct records as required by law, corporation policy, and administrative regulations.
- Administers standardized testing as directed by the EVSC and analyzes standardized testing data and adjusts instructional strategies, as needed, to maximize probability of student success.
- Plans and coordinates the work of paraprofessionals, parents, and volunteers (e.g., college students) in the classroom and on field trips.
- Recognizes the special needs of students with learning disabilities, seeks the assistance of corporation specialists, as needed and/or required, and makes appropriate individualized physical and instructional accommodations within the classroom.

- Available to serve on building-level and corporation-wide committees, e.g., textbook adoption, curriculum writing, test analysis, etc.
- Builds effective relationships with parents and students through regular communication and is available outside the instructional day to students and parents for education-related purposes, e.g., open house, conferences, extra-curricular activities, etc.
- Participate in professional growth and development through continuing education, educational seminars, workshops, conferences, membership in professional organizations of the subjects taught, and attendance at corporation-sponsored in services.
- Completes other duties as assigned.
- Maintains a strong, regular personal attendance record.

**JOB SPECIFIC SKILLS AND ABILITIES:**

- Ability to apply knowledge of current research and theory to the instructional program.
- Ability to establish and maintain effective relationships with students, staff, and parents through oral and written communication.
- Ability to perform duties with awareness of all corporation, state, and federal requirements.
- Ability to plan and implement lessons based on corporation and school objectives and student needs and abilities.

**SUPERVISORY RESPONSIBILITIES:**

Supervises students, student aides, paraprofessionals, and parent volunteers.

***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:**

Bachelor's degree from an accredited university.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Indiana teaching certificate in appropriate grade level and area of study required.

**LANGUAGE SKILLS:**

- Ability to read, analyze, and interpret professional journals, technical procedures, textbooks, and government regulations.
- Ability to write reports and general correspondence.
- Ability, both orally and in writing, to present information effectively and respond appropriately to questions and concerns from individuals and groups of educators, administrators, parents, students, and the general public.
- Ability always to communicate using correct grammar.

**MATHEMATICAL SKILLS:**

- Ability to work with mathematical concepts such as probability, and statistical inference.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to define problems, collect and analyze data, establish facts, and draw valid conclusions.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form and to understand abstract and concrete variables.
- Ability to use available information and develop realistic long-term and short-term plans for curricular goals.

***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 regularly required to speak, stand, talk, walk, see, hear,(corrected or uncorrected) and, sometimes, to sit.
- Occasionally required to climb, stoop, kneel, crouch, or crawl.
- Must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print.
- Must frequently bend, reach above the head, as well as forward, and use fine motor skills.

***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 will vary depending on the daily activity.
- It, at times, is very quiet in the classroom but often, as in the cafeteria and/or school assemblies, is moderate to very loud.
- The employee must often meet deadlines and must report to class and/or duty assignments on time.
- The work environment includes inside and outside areas.
- The work environment includes exposure to sunlight; risk of being bitten by animals or insects; exposure to environmental allergens (grass, weeds, pollen, and trees) and occasional exposure to solvents, degreasers, pesticides, and/or herbicides.
- The employee may be exposed to CRT's.

**Americans with Disabilities Act (ADA)-**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA). The job description is not an exhaustive list of the duties performed for this position and it does not serve to proscribe or restrict the tasks that may be assigned or changed by management.

**NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the Evansville Vanderburgh School Corporation not to discriminate on the basis of race, color, religion, gender, sexual orientation, veteran status, genetic information, national

origin, age, limited English proficiency, or disability in its programs or employment policies as required by the Indiana Civil Rights Law (I.C.22-9- 1), Title IV, and Title VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), the Genetic Information Non-Discrimination Act and Section 504 (Rehabilitation Act of 1973).

Revised: 2/19/2018