

Elementary Teacher

Purpose Statement

The job of Elementary Teacher is done for the purpose/s of providing support to the instructional process by serving as a teacher with specific responsibility for supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; plans and implements instruction to students by providing a safe learning environment and assessing student knowledge while communicating with family on a regular basis; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

This job reports to Building Principal

Essential Functions

- Adapts classroom work for the purpose of providing students with instructional materials that address individualized learning plans within established lesson plans.
- Administers developmental testing programs and/or subject specific assessments, etc. (e.g. common formative assessments, state standards, common core, etc.) for the purpose of assessing student competency levels and/or developing individual learning plans.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations, student's achievements, developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress toward objectives, expectations, and/or goals (e.g. State standards, District curriculum, cultural activities, etc.) for the purpose of providing feedback to students, parents and administration.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Counsels students for the purpose of improving performance, health status, problem solving techniques and a variety of personal issues.
- Demonstrates methods required to perform classroom and/or subject specific assignments (e.g. planning, maintaining high expectations, integration of cultural activities/background, teaching District approved curriculum, awareness of educational philosophy and practices, etc.) for the purpose of providing an effective program that addresses individual student requirements.
- Directs assistant teachers, student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Facilitates student learning for the purpose of achieving success in academic, interpersonal and daily living skills through defined lesson plans.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Models conversation, manners, clean up activities, listening skills, cultural beliefs, etc. for the purpose of demonstrating appropriate social and interpersonal behavior.
- Monitors students in a variety of educational environments (e.g. classroom, playground, field trips, activities, breakfast, lunch, etc.) for the purpose of providing a safe and positive learning environment.
- Organizes age appropriate indoor and outdoor activities (e.g. cultural activities, field trips, daily instruction, etc.) for the purpose of ensuring student participation in learning activities.
- Participates in a variety of meetings (e.g. staff meetings, IEP, BIT, in-service, workshops, etc.) for the purpose of conveying and/or gathering information required to perform functions.

- Prepares a variety of written and electronic materials (e.g. grades, attendance, anecdotal records, lesson plans with identifiable goals and objectives, learning outcomes, assessments, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to governing laws and school policies.
- Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Supports other classroom teachers and departments for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.

Other Functions

Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific Ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling some climbing and balancing frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment. .

Experience: Job related experience is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

Substitute Teacher Permit

Continuing Educ. / Training

3 credits in Native American Studies or Similar Course
Work within 2 years of hire date

Clearances

Criminal Background Clearance
Drug Test

FLSA Status

Exempt

Approval Date

Salary Grade

BA

Title IX Coordinator

Title*: Principal

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Telephone Number: 307.332.5983

Email:

Section 504/ADA Coordinator

Title*: Principal

Address: 90 Ethete Rd, Fort Washakie, WY 82514

Telephone Number: 307.332.5983

Email:

Civil Rights Compliance Coordinator

Title*: Superintendent

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Email:

*OCR recognizes that including a person's name may result in an overly burdensome requirement to republish the notice if a person leaves the coordinator position. It is acceptable for a school district to identify its coordinator only through a position title