



An Equal Opportunity Employer

Flint Community Schools

Human Resources

Employee Job Description

Job Title: Elementary Teacher

Job Summary:

The Elementary Teacher will design, implement, and assess instruction that aligns with the district's mission, philosophy, and educational objectives. This role involves developing students skills and creating engaging opportunities. The elementary teacher will also collaborate with staff, students, and the community to build a dynamic and inclusive program that enhances the overall educational experience.

Essential Functions (May include, but not limited to):

1. Establish a classroom environment that fosters student engagement and success by using a variety of effective and appropriate teaching strategies.
2. Designs and delivers purposeful, well-structured lesson plans that align with district standards, objectives, and the developmental needs of students.
3. Establishes high expectations for student achievement, behavior, and participation in activities, motivating students to perform to the best of their abilities.
4. Provides clear instruction and structured learning experiences that meet the individual needs of students, allowing them to apply new concepts and skills.
5. Addresses the affective needs of students, creating a classroom environment where students feel supported and encouraged to express themselves.
6. Develops and enforces clear, reasonable rules for classroom behavior and applies consistent discipline techniques in alignment with district and building guidelines.
7. Monitors and assesses student progress on an ongoing basis, providing feedback and adjusting instruction to meet the individual learning needs of each student.
8. Works cooperatively with parents to enhance the educational program for their children, keeping them informed about student progress and encouraging their involvement.

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9. Works with school administration to develop and maintain positive relationships within the school and broader community, ensuring strong support for the program.
10. Stays current with developments in subject matter knowledge, educational research, teaching strategies, and learning theory to enhance effective teaching practices.
11. Demonstrates a willingness to participate in extra-curricular activities that extend the learning experiences of students.
12. Cultivates a positive and enthusiastic attitude toward teaching and student engagement.
13. Maintains regular and punctual attendance, makes effective use of planning time, and performs all professional duties in a timely and efficient manner.
14. Maintains the confidentiality of student, parent, and teacher information in accordance with professional ethics and relevant state and federal laws.
15. Performs record keeping duties to maintain the accountability of the instructional program, including attendance, grades, and other required documentation as directed by building principal.
16. Assists in the selection and recommendation of instructional materials, books, and resources that enhance the curriculum and support student learning.
17. Works collaboratively with other staff members to contribute to the continuous improvement of school programs and student outcomes.
18. Participates in staff, department, and committee meetings as required, collaborating with colleagues to improve the overall educational experience.
19. Performs other duties as assigned.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

Qualifications:

Education:

Valid Michigan Elementary Teaching Certificate required.

Skills:

Ability to work cooperatively on a teaching team. Ability to communicate with students effectively through speaking, reading, and writing as appropriate. Basic computer skills in Microsoft Office, Internet, Email, and On-Line grading programs. Knowledge of common assessments and teaching methods.

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Other Requirements:

Must comply with the Student Safety Initiative Legislation, as amended. Newly hired staff are required to successfully complete the following pre-employment screenings: 1) Physical examination by a licensed healthcare provider, 2) Criminal background check, including national and local clearance 3) 5-panel drug screening to ensure drug-free workplace.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions 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.

Special Job Considerations:

Certification: Required

Type of Certification: Valid Michigan Elementary Teaching Certification

Bargaining Unit: United Teachers of Flint

Salary Schedule: Teacher Salary Schedule, 183 days per year

Immediate Supervisor: Building Principal

Date: 1/28/2025

TM: tvs

Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of race, color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs

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Translation services are available upon request, please call 760-1259

خدمات ترجمة متوفرة تحت الطلب، الرجاء أن تتصلوا على رقم الهاتف-760-1259

Ponemos a sus órdenes el servicio de traducción. Las personas

interesadas, favor de llamarnos al 760-1259

設有翻譯服務，祇要提出要求，請電。