



# Greater Albany Public Schools

## Elementary Teacher

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**Salary Level:** See licensed salary schedule  
**Reports to:** Principal

**Classification:** Licensed  
**Work Calendar:** 191-day

### **Position Description:**

Under the general supervision of the School Principal, to facilitate student success and growth in academic and interpersonal skills through implementing district approved curriculum; documenting teaching and student progress/activities/outcomes; addressing specific educational needs of individual students and by creating a flexible, safe and optimal learning environment; and providing feedback to students, parents and administration regarding student progress, expectations, goals, etc.

### **Responsibilities:**

#### **Leadership and Advocacy**

- Establish and maintain cooperative working relationships with colleagues
- Participate in collaboration, committees, and meetings with colleagues in order to maximize collective efficacy of the team
- Ability to engage in self-evaluation with regard to performance and professional growth
- Seeks out professional knowledge, staying apprised of current developments in the field
- Partners with families to support student learning

#### **Student Support**

- Ability to communicate effectively with students and families
- Ongoing assessment of student learning, with responsive differentiation to meet student needs
- Organizes and maintains a system of accurate and up-to-date record keeping, grading and reporting for all student activities, achievement and attendance
- Ensure students understand school behavior expectations, and support them in rising to those expectations

#### **Instructional Expertise**

- Knowledge of current teaching methods and pedagogy
- Develops and administers school elementary curriculum consistent with district and school goals and objectives
- Develops lesson plans that maximize utilization of time for instruction
- Knowledge of applicable federal and state laws regarding education and students
- Ability to use computer software, systems, and applications as needed

### **Additional Responsibilities:**

- Perform duties in a courteous, efficient, and professional manner that builds the confidence of staff, students and the public and enhances learning.
- Respect confidential information and the privacy of students, staff and parents.

- Take primary responsibility for pursuing and evaluating personal professional growth; develop job skills necessary to meet the development of the position.
- Work effectively and collaboratively with diverse student, parent and community populations.
- Work independently and as part of the school team to help respond to student learning needs and progress.
- Perform other duties as assigned.

**Minimum Requirements:**

- Current Oregon Teaching License

**Desired Qualifications:**

- Bilingual Spanish. Preferred but not required
- Understanding of human growth and development patterns, learning theory and brain research.
- Familiarity with a variety of age appropriate instructional, assessment and classroom management strategies that reflect current research on best practices.
- Flexible and adaptive thinking for visionary planning.
- Familiarity with state standards and curriculum frameworks for elementary age students.
- Clearly demonstrates cultural competency, knowledge of diversity issues, and can advocate for non-traditional students and minorities.

**Anti-Discrimination Policy and Commitment to Diversity:**

We believe that diversity is strength, and we are committed to maintaining an inclusive, multicultural network. We are an equal-opportunity employer and welcome all qualified Applicants.

**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. Frequent or prolonged sitting. Crouching to work with younger students. Possibly moderate to high noise level. Frequent and prolonged talking/listening in conversations/meetings. Requires accurate perceiving of sound. Requires handling and working with a variety of materials and objects. Work may occasionally involve lifting/carrying objects weighing 10-30 pounds. Possible exposure to bodily fluids due to student injury or illness. Possible exposure to bodily harm due to student behaviors.

**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. This position is primarily performed indoors in school buildings with outdoor instruction and supervision. This position involves working in close proximity to groups of children and adults. Evening and/or extended work hours may be required. This position may require traveling to multiple work sites.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or

conditions of employment. The school district may add to, modify or delete any aspect of this (or the position itself) at any time it deems advisable.

**Employee Statement:** I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions I will inform the District prior to actually beginning work. I have read and understand this job description.

**I have read and understand this job description.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_