

## PERSONNEL

## -Certified Personnel-

Job Description

Title	Elementary Classroom Teacher
Qualifications	<ol style="list-style-type: none"> <li>1. Holds a bachelor's or higher degree and the required Kentucky certificate for the assigned position.</li> <li>2. Has demonstrated the ability to work effectively with students.</li> <li>3. Has demonstrated the ability to communicate with students, parents, and faculty effectively.</li> </ol>
Reports to	Principal
Job Goal	To create a flexible elementary grade program and a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for elementary education, in accordance with each pupil's ability; to establish good relationships with parents and with other staff members.
Performance Responsibilities	<ol style="list-style-type: none"> <li>1. Teaches reading, language arts, social studies, mathematics, science, art, and health to pupils in a classroom, utilizing the course of study adopted by the Board.</li> <li>2. Instructs pupils in citizenship and basic subject matter as specified in state law and administrative procedures of the District.</li> <li>3. Develops daily lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.</li> <li>4. Translates lesson plans into learning experiences so as to best utilize the available time for instruction.</li> </ol>

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Performance Responsibilities (Continued)	<ol style="list-style-type: none"><li>5. Prepares daily lesson plans or maintains a plan book. When an absence is anticipated by the teacher, he/she shall leave the plan book or lesson plan(s) along with instructions for the substitute teacher with the Principal. Due to the fact that an absence may be of an emergency nature, the teacher shall leave the plan book or lesson plan(s) in the top desk drawer of this/her desk at the close of the school day.</li><li>6. Establishes and maintains standards of self and pupil behavior needed to achieve a functional learning atmosphere in the classroom</li><li>7. Evaluates pupil's academic and social growth, keeps appropriate records, and prepares progress reports.</li><li>8. Communicates with parents through report cards, notes, conferences and other means to discuss pupil's progress and interpret the school program.</li><li>9. Identifies a pupil's needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.</li><li>10. Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.</li><li>11. Maintains professional competence through inservice education activities provided by the District and other self-selected professional growth activities.</li></ol>

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Job Description (Continued)

12. Participates cooperatively with appropriate administrator to develop the method by which the teacher will be evaluated in conformance with District guidelines.
13. Selects and requisitions books and instructional aids; maintains required inventory records.
14. Is responsible for supervising pupils in out-of-classroom activities during the assigned working day.
15. Administers group standardized tests in accordance with District testing program and uses the results in subsequent lesson planning.
16. Participates in curriculum development activities to improve the instructional programs
17. Participates in faculty committees and in the sponsorship of pupil activities.
18. Performs other duties consistent with the position assigned as may be requested by the Principal.

## PHYSICAL

QUALIFICATIONS: Shall have the ability to sit, lift, stoop, push, pull, any and all body movements as relates to the job description.