

Job Title: ELEMENETARY ACADEMIC SPECIALIST – SCIENCE AND ENGINEERING TEACHER

JOB SUMMARY:

To plan, organize, and implement a hands-on instructional program in an elementary learning environment that guides, supports, and encourages learner agency through an inquiry-based learning approach. Work is performed under the supervision of the principal.

Essential functions of the job may include but are not limited to the following:

- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning in science & engineering.
- Develops schemes of work, lesson plans that are in accordance with science & engineering standards.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction for K -5 students.
- Manage student behavior in the educational setting by establishing and enforcing rules and procedures.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Provide appropriate feedback on work.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required by laws, district policies and school regulations.
- Prepare required reports on students and activities.
- Participate in department, school, district and parent meetings.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Establish and communicate clear objectives for all learning activities.
- Prepare classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Observe and evaluate student's performance and development.
- Assign and grade class work, homework, tests and assignments.

Other functions of the job include but are not limited to the following

- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participate in appropriate professional activities.
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed.
- Other duties as assigned.

Knowledge Skills and Ability Required:

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.

- B.A/B.S degree in teaching from an accredited institution or related field teaching
- Prefer Science Minor and/or STEM Certification
- Minnesota State certification in teaching in elementary education K-6.
- Possess a strong understanding of the Minnesota Academic standards in science for grade k-5.
- Demonstrated and constant commitment to helping all students attain their high academic achievement.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to communicate effectively orally and in writing.
- Must have the ability and proven ability to report to work on a regular and punctual basis.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Knowledge and implementation of relevant technology, including the use of I-pads in order to individualize learning.
- Meet professional teacher education requirements of school, district and state.

Physical Requirements

Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

