

**INDEPENDENCE SCHOOL DISTRICT
JOB DESCRIPTION
ELEMENTARY CLASSROOM TEACHER**

QUALIFICATIONS:

- Valid Missouri Teaching Certificate.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

- Building 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 upper elementary grade education, in accordance with each pupil's ability; and to establish good relationships with parents and with other staff members.

PERFORMANCE RESPONSIBILITIES:

- Teaches reading, language arts, social studies, mathematics and science to pupils in a classroom, using the course of study adopted by the Board of Education and other appropriate learning activities.
- Instructs pupils in citizenship and basic subject matter specified in administrative regulations and procedures of the school district.
- Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
- Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
- Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
- Evaluates pupils' academic and social growth, keeps appropriate records, and prepares progress reports.
- Communicates with parents through conferences and other means to discuss pupil's progress and interpret the school program.
- Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude and learning problems.
- Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
- Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
- Selects and requisitions books and instructional aids; maintains required inventory records.
- Supervises pupils in out-of-classroom activities during the assigned worked day.
- Administers group standardized tests in accordance with district testing program.
- Participates in curriculum development programs as required.
- Participates in faculty committee and the sponsorship of pupil activities.

TERMS OF EMPLOYMENT:

- Salary and work year to be established by the Board.

EVALUATION:

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.