

Temporary Teacher - Elementary

Job Description

Reports to: Principal

Location: Elementary School

Evaluated by: Principal

Evaluation period: Annual

Qualifications:

Bachelor's degree in elementary education
Appropriate Indiana Teaching License.

Purpose of Position:

To create a flexible elementary grade program and a class environment favorable to learning and personal growth; to establish effective rapport with students; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation in accordance with each student's ability; to establish good relationships with parents and other staff members.

Responsibilities and Duties

- Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.
- Observe and evaluate students' performance, behavior, social development, and physical health.
- Prepare materials and classrooms for class activities.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
- Assign and grade class work and homework.
- Read books to entire classes or small groups.
- Confer with parents or guardians, teachers, counselors, and administrators in order to resolve students' behavioral and academic problems.
- Prepare, administer, and grade tests and assignments in order to evaluate students' progress.
- Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.
- Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
- Guide and counsel students with adjustment and/or academic problems, or special academic interests.
- Prepare and implement remedial programs for students requiring extra help.

- Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
- Enforce administration policies and rules governing students.
- Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
- Meet with other professionals to discuss individual students' needs and progress.
- Use computers, audiovisual aids, and other equipment and materials to supplement presentations.
- Prepare reports on students and activities as required by administration.
- Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
- Plan and supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from those activities.
- Attend staff meetings, and serve on committees as required.
- Administer standardized ability and achievement tests, and interpret results to determine student strengths and areas of need.
- Supervise, evaluate, and plan assignments for teacher assistants and volunteers.
- Select, store, order, issue, and inventory classroom equipment, materials, and supplies.
- Any other duties as assigned by the principal

Terms of Employment:

Temporary Position

Salary determined by the Munster Teachers Association Collective Bargaining Agreement.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.