

ELEMENTARY SCHOOL TEACHER

Purpose Statement

The position of Elementary School Teacher was established to provide each student with the basic foundational skills to succeed in a diverse and interdependent world.

Supervisor: Elementary School Principal.

Essential Functions and Responsibilities

Instructional Practice

- Plans, organizes and instructs using developmentally appropriate activities to improve academic and social skills through a defined course of study.
- Utilizes a variety of instructional methods required to accomplish student learning targets.
- Implements academic, behavioral and health plans (for example, IEPs, intervention plans, care plans, 504 plans) to comply with regulatory requirements and established guidelines.
- Creates and differentiates lesson plans and classroom work to provide students with instruction that meets their respective needs within established curriculum.
- Prepares a variety of materials (e.g., grades, attendance, anecdotal records) to document student progress and meet mandated requirements.
- Assesses student progress towards objectives, expectations, and goals and provides feedback to students, parents and administrators.
- Administers required assessments to measure student achievement levels and/or adapt curriculum and instruction.
- Organizes and ensures the availability of equipment, materials and personnel to achieve educational and safety objectives (e.g., field trips, first aid coverage, transportation, assemblies.)
- Participates in and incorporates professional development into classroom instruction to implement curriculum, increase student achievement and support district and school improvement efforts.

Learning Environment

- Provides a safe, secure, student - centered learning environment to promote and support student growth.
- Establishes rapport with students to foster social and academic development.
- Supervises students and manages student behavior.
- Participates in meetings to convey and/or gather required information.
- Communicates with parents and/or legal guardians to inform them of student achievement, to develop plans for improvement, and to reinforce classroom goals.
- Models classroom procedures and expectations to demonstrate appropriate social and interpersonal behavior.

Collaboration

- Communicates expectations and curriculum requirements.
- Collaborates with instructional staff, school personnel, parents and/or community members for the purpose of improving the quality of student learning.

- Establishes and maintains collegial and cooperative relationships with school personnel, parents and community members.
- Responds to inquiries from a variety of sources (e.g., other teachers, parents, administrators) to resolve issues and provide information and/or direction.
- When assigned, directs the work of pre-service student teachers, volunteers, and instructional assistants (paraprofessionals and tutors) in the classroom to meet the needs of students.

Professionalism

- Reports incidents promptly to maintain personal safety of students and adhere to New Hampshire law and district policies.
- Responds to emergency situations to resolve immediate safety concerns and/or refer matters to appropriate personnel for resolution.
- Addresses recertification requirements to maintain state certification and highly qualified status.
- Acts with integrity, fairness and in an ethical manner to maintain functional relationships with students and colleagues.
- Knows and follows Keene School District policies and procedures, and applicable state and federal law to ensure compliance with regulatory requirements and guidelines.
- Performs other related duties, as assigned, to insure the efficient and effective functioning of the school.

Skills, Knowledge and Abilities

SKILLS: Specific competencies required to satisfactorily perform the functions of the position include: verbal and written communication skills (including public speaking); presentation skills; effective listening skills; administering assessment instruments; operating standard office/classroom equipment; using software applications; interpreting data; using technology as an instructional and management tool; developing materials for lesson plans; creating a student-centered environment; and preparing and maintaining accurate records.

KNOWLEDGE: Specific knowledge-based competencies required to satisfactorily perform the functions of the position include: SAU 29 curriculum; developmentally appropriate content and activities; lesson plan requirements; stages of child development; behavioral management strategies; policies, regulations and/or laws; school-based procedures.

ABILITY: Specific ability-based competencies required to satisfactorily perform the functions of the position include: establishing and maintaining constructive relationships; adapting to changing work priorities; organizing and planning; maintaining confidentiality; exercising sound judgment; exhibiting tact, patience and maturity; flexibility in working individually and as part of a team; working flexible hours.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Sufficient stamina to be able to perform normal classroom duties and additional duties required. This job is performed in a generally clean and healthy environment.

Minimum Requirements

Experience: Relevant experience preferred.

Education: Bachelor's degree from an accredited institution in job - related area or an equivalent combination of work experience and education that satisfies requirements.

Certificates: Hold or be eligible for a NH teacher certification in the appropriate content area.
Achieved or be eligible for Highly Qualified Teacher status under NCLB.

FLSA Status: Exempt

Approval Date: 2/12/13 WW