

Elementary Teacher

Purpose Statement

The job of Elementary Teacher is done for the purpose/s of providing support to the instructional process by serving as a teacher with specific responsibility for supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

This job reports to Principal - Elementary School

Essential Functions

- Achieve a standard of excellence with work processes and outcomes for the purpose of honoring district policies and all regulatory requirements.
- Adapts classroom work for the purpose of providing students with instructional materials that address individualized learning plans within established lesson plans.
- Administers developmental testing programs and/or subject specific assessments, etc. for the purpose of assessing student competency levels and/or developing individual learning plans.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress towards objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.
- Being receptive to feedback, willing to learn for the purpose of embracing continuous improvement.
- Being helpful, respectful, approachable, and team oriented for the purpose of building strong working relationships and a positive work environment.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Counsels students for the purpose of improving performance, health status, problem solving techniques and a variety of personal issues.
- Demonstrates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addressing individual student requirements.
- Directs teacher assistants, student teachers, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Facilitates student learning for the purpose of achieving success in academic, interpersonal and daily living skills through a defined lesson plans.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Models conversation, manners, clean up activities, listening skills, etc. for the purpose of demonstrating appropriate social and interpersonal behavior.

- Monitors students in a variety of educational environments (e.g. classroom, playground, field trips, lunch, etc.) for the purpose of providing a safe and positive learning environment.
- Organizes age appropriate indoor and outdoor activities for the purpose of ensuring student participation in learning activities.
- Participates in meetings, workshops and/or seminars, trainings for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Planning ahead, managing time well, being on time, being cost conscious for the purpose of completing tasks and assignments in an effective manner.
- Prepares a variety of written materials (e.g. grades, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to Education Code and school policies.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Responds to inquires from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction.
- Supports classroom teachers for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 20% walking, and 5% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience is desired.

Education: Bachelors degree in job-related area.

Equivalency: Successful completion of all interviews, background checks, reference checks and fingerprint clearance requirements, and submission of documents and forms required by the Shonto Governing Board of Education, Inc. and/or Shonto Preparatory School required. Such alternatives to the above qualifications as the Board may find acceptable and appropriate.

Required Testing

None Specified

Certificates and Licenses

ADE Endorsement - Structured English Immersion (SEI), PreK-12, English as a Second Language (ESL), PreK-12, OR Bilingual Education, PreK-12
ADE Teaching Certificate - Elementary Education, 1-8
Bachelor's degree in an appropriate educational field with minimum of (30) semester hours in education courses. Minimum of (12) semester hours in elementary education. (12) semester hours of course work in particular area
Highly Qualified Requirements
Minimum of One Year Experience - Early Childhood Education, Elementary Education and/or Secondary Education
Valid Arizona State Driver's License & Evidence of Insurability

Continuing Educ. / Training

Continuing Professional Development Requirements
CPR & First Aid Certificate Renewal
FBI Fingerprint Clearance every five (5) years
Maintains Licenses, Certification, and Highly Qualified Requirements
Motor Vehicle Record Clearance every five (5) years
National Sex Offender Check - every five (5) years
Navajo Nation, State, County, National, FBI
Background Check - every five (5) years
Required to work some evenings and weekends.

Clearances

Arizona Department of Public Safety (AZDPS) IVP
Fingerprint Clearance card
FBI Fingerprint Clearance
Motor Vehicle Record - Must be completed upon hire
National Sex Offender Check
Navajo Nation, State, County, National, FBI
Background Check

FLSA Status

Exempt

Approval Date

Salary Grade

1 - BA