



THOMASTON BOARD OF EDUCATION
Thomaston, Connecticut
Position Description

JOB TITLE:	Certified Teacher – Summer Enrichment Program Grades 1-6 (Part-Time/Summer/temporary)
DEPARTMENT/SCHOOL:	District-wide
REPORTS TO:	Program Director: Cheyenne Kiely

POSITION SUMMARY/PURPOSE

To facilitate the success of students' growth in academic and interpersonal skills at the Thomaston Bears Summer Enrichment Program through implementing academic and enrichment activities; address specific educational needs of individual students by creating a flexible, safe and optimal learning environment; and provide feedback to students, parents, teachers, administrators and other staff regarding student learning and progress toward goals.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Coordinate with administrators, teachers and other staff to ascertain individual student abilities and needs, including students with special needs. · Effectively communicate with parents.
- Promote a classroom environment that is safe and conducive to student learning, individualized and small group instruction.
- Develop lesson plans and instructional materials and translate lesson plans into learning experiences to best utilize the available time for instruction.
- Establish, maintain, and ensure that student conduct conforms to district standards and policies and hold students to behavior standards necessary to achieve a functional learning atmosphere in the classroom.
- Create a classroom environment and research-based program of study that is conducive to learning and appropriate to the developmental interests of students.
- Maintain accurate, complete, and correct records of student interventions and progress as required by law, district policy, administrative guidelines, and/or specific program requirements.

ADDITIONAL DUTIES:

Perform other related tasks as assigned by the Program Director and other administrators as designated by the Superintendent.

Note: *The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

EQUIPMENT:

Standard office and classroom equipment.

TRAVEL:

Ability to travel to school district buildings as required, including on a school bus or van.

WORK SCHEDULE:

Work schedule as set forth by the Program Director.

SKILLS, KNOWLEDGE, ABILITIES:

- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network systems and software applications as needed.
- Ability to organize and coordinate work.
- Ability to communicate effectively with administrators, teachers, other staff, students and parents.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

PHYSICAL AND MENTAL DEMANDS/WORK HAZARDS:

Work in standard office and school building environments.

QUALIFICATIONS PROFILE:

Certification/License: ○ Applicable Connecticut Educator Certificate.

- Motor Vehicle Operator's License or ability to provide own transportation.

Experience: ○ One year successful experience as a certified teacher preferred.

FLSA Status: Exempt

DISCLAIMER:

This job description conforms to EEO and ADA requirements. This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Last Revised: April 2026