



## **ELA Teacher**

### **Purpose Statement**

The job of ELA Teacher is done for the purpose/s of providing support to the educational process with specific responsibilities for developing student success in academics including reading, writing, speaking the English language skills; supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; and 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 Assigned Administrator

### **Essential Functions**

- Adapts classroom work for the purpose of providing students with instructional materials that address individualized learning plans within established lesson plans for ELA.
- Administers subject specific assessments and tests (e.g. assessments determining ELA capabilities, etc.) for the purpose of assessing the level of students' competencies.
- Advises parents and/or legal guardians of student progress (e.g. reading, speaking, writing in English, etc.) for the purpose of communicating expectations; student's achievements; developing methods for improvement and reinforcing classroom goals in the home environment.
- Assesses student progress towards objectives, expectations, and goals (e.g. curriculum testing covering writing, science, math, history, communication; modification of instructional methods to fit individual student needs, including students with special needs; counseling students; individual instruction and small group instruction, etc.) for the purpose of improving performance, problem solving techniques and a variety of personal issues.
- Circulates throughout the classroom for the purpose of monitoring student progress/performance.
- Collaborates with other instructional staff, other school personnel, parents and a variety of community resources (e.g. committee meetings, departmental meetings, etc.) for the purpose of improving the overall quality of student outcomes, ensuring effective parental communication, and achieving established classroom objectives in support of the school improvement plan.
- Demonstrates methods required to perform classroom and subject specific assignments (e.g. reading assignments, iPod websites, film, group discussion, etc.) for the purpose of providing an effective program that addresses individual student learning needs.
- Develops elementary public-school curriculum and lesson plans focusing on all content (e.g. lesson plans that meet state required standards and create a foundation for General Education learning goals, etc.) for the purpose of ensuring student learning.
- Directs student teachers, paraprofessionals, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Manages student behavior (e.g. classroom, playground, field trips, school transportation, etc.) for the purpose of ensuring conformance with school standards and District policies, providing a safe and optimal learning environment.

- Monitors students in a variety of educational environments (e.g. classroom, playground, field trips, school transportation, small group activities, etc.) for the purpose of providing a safe and positive learning environment demonstrating best practices.
- Oversees additional instructional programs (e.g. after school processes, summer school program, etc.) for the purpose of managing scheduled student learning programs.
- Participates in professional development and a variety of meetings (e.g. subject matter committee, department meetings, meetings with Governing Board, etc.) for the purpose of learning of current developments in the educational field.
- Prepares a variety of written materials (e.g. grades, attendance, anecdotal records, instructional activities, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Reports incidents (e.g. 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 inquiries from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and direction.
- Teaches students (e.g. principles of responsible citizenship and other core subjects specified in applicable laws, and District regulations and procedures, daily classroom learning activities, textbooks homework, etc.) for the purpose of improving student learning through a defined course of study.

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### **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; creating and implementing effective lesson planning; motivating and encouraging student growth in ELA; 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; in depth knowledge of subject matter specialty; 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 consider a number of factors when using 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 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; solving problems; providing provocative learning materials; working with parents and students; 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 30% sitting, 40% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education:** Bachelors degree in job-related area.

**Equivalency:** Enrollment in Educator Prep Program with Alternative Teaching Certificate.

**Required Testing:**

**Certificates and Licenses**

Appropriate Arizona Teaching Credential

**Continuing Educ. / Training:**

Maintains Certificates and/or Licenses

**Clearances**

Criminal Background Clearance/Fingerprint Clearance  
MMR

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**

Governing Board Approved  
Certified Salary Placement  
Schedule

Inspiring Hope and Empowering All Students to Courageously Pursue their Goals and Dreams.