

# Elementary Classroom Teacher

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## Position Purpose

The Elementary Classroom Teacher creates a positive and flexible learning environment to facilitate the personal, social, and intellectual development of students.

## Essential Functions

- Teaches communications arts, social studies, mathematics, and science to students in a classroom, using the course of study adopted by the Board of Education and other appropriate learning activities.
- Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
- Develops lesson plans and instructional materials and provides individualized, differentiated, and small group instruction in order to adapt the curriculum to the needs of each student.
- Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
- Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports.
- Communicates with parents through conferences and other means to discuss student's progress and interpret the school program.
- Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
- Creates an environment for learning through functional and attractive displays, bulletin boards, and interest centers.
- Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
- Selects and requisitions books and instructional aides; maintains required inventory records.
- Supervises students in out-of-classroom activities during the assigned work day.
- Administers group standardized tests in accordance with district testing program.
- Participates in curriculum development programs as required.
- Participates in faculty committees and the sponsorship of pupil activities.
- Builds a positive rapport with students, parents, and other staff members.
- Demonstrates effective human relations and communication skills.
- Complies with good safety practices.
- Complies with all district rules, regulations, and policies.
- Other duties as assigned

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

## Knowledge, Skills and Abilities

- Knowledge of current teaching methods and educational pedagogy, as well as differentiates instruction based upon student learning styles.
- Knowledge of elementary school curriculum and concepts.
- Knowledge of data information systems, data analysis and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network system and software applications as needed.
- Ability to organize and coordinate work.
- Ability to communicate effectively with students and parents.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

**Physical Requirements/Environmental Conditions:**

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

**Reports To:** Building Principal

**Supervises:** Assigned students/staff members

**Evaluation:** Per the Negotiated Agreement

**Qualifications:** Bachelors degree in education with appropriate Kansas licensure

**FLSA Status:** Exempt

**Salary:** Certified Salary Schedule – Placement based on education & experience