

**Hutchinson Public Schools
Job Description**

Job Title: Elementary School Teacher
Department: Curriculum
Reports To: Building Principal
FLSA Status: Exempt
Prepared By: Human Resources, February 10, 2000
Approved By: Board of Education, June 24, 2002
Reviewed/Updated: May 5, 2011, May 23, 2014, June 26, 2017, June 2, 2021

SUMMARY

Teaches elementary school students academic, social, and motor skills in public or private schools by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following: Other duties may be assigned within the framework of the Professional Agreement:

- Prepare subject area objectives and outline for course of study following curriculum guidelines or requirements of state and school.
- Demonstrate awareness of the needs of students and provide differentiation.
- Use a variety of teaching strategies to present subject matter to class.
- Prepare, administer, and correct tests, assess student progress and record results.
- Assign lessons, correct papers, and hear oral presentations.
- Teach and enforce rules of conduct.
- Maintain order in classroom and on playground.
- Counsel pupils when adjustment and academic problems arise.
- Discuss pupils' academic and behavioral attitudes and achievements with parents, principal, counselor, and building team composed of certified support staff with specialized knowledge.
- Keep attendance and grade records as required.
- Maintain knowledge of and apply current educational practices.
- Coordinate class field trips with the advance approval of the building administrator.
- Interact positively with other staff members and the community at large.

SUPERVISORY RESPONSIBILITIES

May supervise one to three employees and or volunteers such as para-educator, teacher's aide, student aide, parent volunteer and/or student teacher. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems. May assist building administrator in interviewing and hiring employees.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree from four-year college or university or its equivalent; successful completion of state required assessment(s).

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be licensed by the Kansas State Department of Education to teach in the area of responsibility.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

ACKNOWLEDGMENT

I have read and understand the essential functions of the position set forth in this Job Description and certify that I am capable of fully performing each of said essential functions without accommodations or with the following accommodations:

I understand that any misrepresentation regarding my abilities to perform the essential functions of the position may result in disciplinary action including termination of employment. I also understand that punctual and regular attendance is a specific condition of continued employment in accordance with District policies.

Signature: _____ Date: _____

Printed Name: _____