



WillardPublicSchools
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Position: Elementary Teacher

Qualifications:

1. **Education level** – Bachelor's degree.
2. **Certification or Licensure** – Appropriate and current Missouri Teaching Certificate.
3. **Experience desired** – Three years classroom teaching experience.
4. **Other requirements** – Must successfully pass a background check that is satisfactory to the Board of Education. Excellent organizational skills, oral and written skills, time management, and computer skills.

Performance Responsibilities:

1. Acts as the responsible agent for the direct instruction of students and is knowledgeable of the subject(s) they are assigned to teach.
2. Maintains clear and up-to-date written lesson plans. Able to show written evidence of preparation upon request of immediate superior.
3. Conducts assigned activities from the administration, in conformity with the approved policies of the Board of Education, the regulations of DESE and State and Federal Law.
4. Relates plans to clearly defined objectives consistent with established curriculum. Provides the experiences needed to extend students' thinking skills with a program of study that, as much as possible, meets the individual needs and interests of the students.
5. Prepares and has needed materials available. Increases the probability of continued student learning through greater motivation. Creates a classroom environment conducive to learning and appropriate to the maturity and interests of the students.
6. Makes effective use of planning time. Observes designed working hours per the job assignment and uniqueness of each assignment.
7. Provides effective home-school communication.
8. Employs a variety of instructional techniques, technology and instructional media, consistent with the needs and capabilities of the individuals or student groups involved.
9. Strives to implement, by instruction and action, the district's philosophy of education and instructional goals and objectives. Guides the learning process toward the achievement of curriculum goals and, in harmony with goals, establishes clear objectives for all lessons, units and projects to communicate these objectives to students.
10. Assesses the accomplishments of students on a regular basis and provides progress reports as required. Maintains confidentiality and non-judgmental views of children and

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families served.

11. Takes all necessary and responsible precautions to protect students, equipment, materials and facilities. Promotes an environment in which all students feel free to participate.
12. Assists the administration in implementing all policies and rules governing student life and conduct. Develops reasonable rules of behavior and procedure in the classroom and maintains order in the classroom in a fair and just manner. Encourages students to set and maintain standards of classroom behavior.
13. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
14. Continues professional growth through participation in developmental opportunities.
15. Participates in curriculum improvement and development and revision of course outlines for the classes he/she teaches.
16. Performs campus supervision as needed or directed by the supervisor.
17. Attends staff meetings and serves on staff committees as required. Works collaboratively with peers.
18. Participates cooperatively with the Principal in performance evaluations as stated in the district's policies/procedures.
19. Performs other duties as assigned at the request of the superintendent or principal.
20. Supports and implements strategies that enhance student performance on local, state and federal assessments.

Type of Position: Exempt

Reports to: Building Principals

Evaluated by: Building Principals

Contract: 185 Days

Acknowledgement:

I have read and understand this job description and can fulfill the essential functions as listed, with or without reasonable accommodation. I understand that it is intended to describe the general requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet the Districts' needs. This job description is not a contract and may be adjusted as necessary at the sole discretion of the employer.

Employee Signature: _____ Date: _____

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