

**Teacher, Elementary  
(K-8 Setting)**

**Reports to:** Principal

**Classification:** Certificated

**Contract Days:** 185

**Salary:** Placement on Certificated Teacher Salary Schedule

**JOB FUNCTION**

Under direction of the principal, an Elementary Grade Teacher assesses the instructional level of students; instructs students in State and/or District mandated subject areas; evaluates students and the instructional program; continues his/her own professional growth; participates in school activities; and performs related work as required.

**QUALIFICATIONS:**

**Experience:** Teaching and/or leadership experience in a school setting demonstrating use and implementation of successful instructional and student behavior management strategies.

**Education:**

- Bachelors' or Masters' degree
- Appropriate credential for services in a K-8 setting or currently enrolled in a teaching program.

**Skills:** Demonstrated ability to work effectively with people.

**Job Responsibilities:**

- Assesses the instructional level of all students utilizing District approved assessment instruments.
- Train in and apply updated techniques for technology use in classroom instruction.
- Utilizes assessment results to guide instruction.

- Teaches students by utilizing grade level expectancies, textbooks and materials approved by the Board of Trustees.
- Instructs students in citizenship, basic communication skills and other general elements of the grade level expectancies common to all teachers, as specified in State law and administrative regulations of the District.
- Develops lesson plans with appropriate instructional methods and materials to foster independent thinking.
- Uses classroom boards, charts, audio-visual and technological equipment effectively to maximize student learning
- Provides opportunities for individual, cooperative and whole group instruction to adapt the curriculum to the needs of each student.
- Designs learning activities which relate to each student's experiences and to a global perspective.
- Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.
- Evaluates each student's progress, knowledge and skills and prepares progress reports
- Articulate beliefs persuasively, effectively defend decisions, and explain innovations.
- Communicates with parents or guardians on a regular basis regarding each student's progress through in-person or telephone conferences.
- Responds professionally to inquiries from parents, community members and the media on School and District issues and Board Policies.
- Reads current research on the nature of student learning.
- Selects and requisitions books, instructional aids and supplies, and maintains required inventory records.
- Cooperates with other professional staff members in assessing and assisting students with health and learning challenges.
- Supervises students in and out of the classroom during the school day.
- Participates in curriculum development programs.
- Performs basic attendance accounting and business services as required.
- Shares in the sponsorship of student activities, and participates in staff, grade level and committee meetings.
- Participates actively in fostering a positive school climate with colleagues and students.
- Performs related duties as assigned.

## **KNOWLEDGE OF**

- Emergent, early and fluent literacy levels and appropriate instructional materials and methods for each level.
- Curricular areas and sound instructional techniques for implementation of curriculum.
- Current educational trends and practices.
- Classroom management techniques.
- Assessment tools used to determine instructional levels.
- Evaluation methods and tools used in primary grades.

## **ABILITY TO**

- Ability to teach students at their instructional levels.
- Ability to interpret State Curriculum Frameworks and Grade Level Expectancies.
- Ability to create a classroom environment which encourages learning and independent thinking.
- Ability to maintain student behavior in and out of the classroom to promote a productive school wide learning environment.
- Ability to supervise students in a variety of activities.
- Ability to plan and organize an instructional week to incorporate required curricular subjects and instructional minutes.
- Ability to supervise assigned classified personnel.
- Ability to maintain cooperative and effective relationships with those contacted in the course of work.

## **PHYSICAL REQUIREMENTS**

- Continuous use of hand-eye coordination and manipulation of large and small objects.
- Frequent standing, walking and sitting.
- Frequent lifting of objects weighing up to ten (10) pounds.
- Occasional bending, twisting, reaching and stretching.
- Occasional climbing, kneeling, crouching and squatting.
- Occasional exposure to varying weather conditions such as heat or cold.
- Occasional exposure to blood-borne pathogens and body fluids from injured or ill students.
- Rare exposure to toxic chemicals (duplicating fluid, cleaning supplies, etc.)
- Rare exposure to volatile situations involving students and/or parents.
- Requires the ability to hear at close proximity (up to five feet) and at a distance (up to twenty feet); clarity of vision at varying distances; and verbal and written communication in

an articulate manner.

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

**Adopted: May 13, 2021**