Position Title: **Elementary Teacher**
Reports to: **Principal**

## *Summary*

The elementary teacher serves in a leadership role to establish an elementary program and a class environment that promotes social, emotional, physical and intellectual growth by providing rich and engaging experiences. Establishes effective rapport with students, motivates students to develop skills, attitudes and knowledge needed to provide a good foundation for learning, in accordance with each student's ability. Creates and maintains good relationships with parents and other staff members.

## *Essential Duties and Responsibilities*

1. Develops lesson plans to reflect District curriculum and meet students' varying needs.
2. Establishes clear objectives for all lessons, units and projects; and communicates those objectives to students.
3. Instructs through a variety of learning activities in a variety of subject areas including: art, music, PE, science, social studies, language arts, math and English.
4. Observes and evaluates students' academic performance, behavior and social development.
5. Recognizes and accommodates for individual student differences in ability, learning style and social/cultural orientation when providing instruction and assessing progress.
6. Establishes and enforces rules for positive behavior and procedures for maintaining a learning culture among the students.
7. Promotes and provides a comfortable classroom environment that fosters constructive relationships, facilitates student engagement and promotes learning.
8. Communicates with parents/guardians regarding student performance.
9. Communicates and collaborates with school personnel regarding academic planning and professional issues, including knowledge and use of best practices in developing rigorous and relevant curricula for instructional delivery.
10. Enforces and follows all administrative policies and rules governing students.
11. Demonstrates ongoing, professional growth and competency by utilizing current teaching strategies, instructional resources and materials.
12. Maintains accurate and complete student records as required by District policies.
13. Other duties as assigned by the building principal.

## *Supervisory Responsibilities*

The elementary teacher supervises students and is responsible for the overall management, instruction and evaluation of the students. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

## *Education and/or Experience*

B.S. Elementary Education

## *Certificates, Licenses, Registrations*

Current PA K-6 Teaching Certificate
Act 34 Clearance/Act 151/Act 114

## *Qualification Requirements*

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

## *Knowledge and Abilities*

Knowledge of current research, theory and instructional practices and ability to apply that knowledge to positively impact learning. Ability to think critically and problem solve, especially as it relates to human learning and behavior. Knowledge of educational protocol and procedures and ability to implement these processes into the classroom setting.

*Academic Skills* - Knowledge of curriculum writing, assessment, principles and methods of curriculum and instruction and strategic planning. Knowledge of classroom management, social development, assessment and evaluation. Knowledge of special education and ability to adapt instruction as it relates to the regular classroom environment. Knowledge of brain research and ability to understand and apply this information to teaching. Knowledge of discipline policies and ability to make decisions to appropriately manage student behavior.

*Language Skills* – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Must possess the ability to use the language in both oral and written form. Be able to listen to and understand information and ideas presented through spoken words and sentences. Be able to communicate information and ideas in speaking so others will understand. Ability to read, analyze and interpret professional journals.

*Math Skills* – Knowledge of arithmetic, algebra, geometry, statistics and their applications. Possess the ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Possess the ability to analyze and interpret data, particularly test scores.

*Technology Skills* - Be able to utilize programs such as Microsoft Office and the District grading/ attendance packages. Be able to access, generate and analyze student assessment data. Utilize email, the Internet and Intranet. Utilize Smart Boards and coordinating technologies. Be able to generate electronic lesson plans and templates to gather data for Excel reports. Implement the use of technology throughout the instructional process.

*Reasoning Ability* – Ability to understand and interpret state and national standards and to integrate those standards effectively throughout the curriculum of a high performing school district. Ability to observe students, and evaluate student data to make decisions that improve the instructional process.

## *Other Skills and Abilities*

The employee must possess the ability to maintain a high emotional energy and display enthusiasm for the elementary teaching and learning environment. Must develop effective coping strategies for dealing with the high expectations, frequent demands and significant responsibility of effectively educating large groups of young children. Must be able to react quickly in volatile situations and maintain composure even under stressful conditions. Must be able to advocate for students to create a positive learning environment.

Possess imagination, patience, creativity, sound judgment, logical reasoning and analytical and problem-solving capabilities. Ability to make equitable decisions with sound emotional judgment. Must be able to concentrate with numerous interruptions. Maintain effective working relationships with students, parents, staff and the community. Ability to understand and facilitate needs of various personality types. Ability to perform duties with awareness of all District policies and professional obligations.

## *Physical Demands*

When performing activities throughout the day related to the educating of students, the teacher spends the majority of the day standing in the classroom. He or she must walk through the classroom and be

able to maneuver in tight spaces between desks, etc. Dealing with the students can entail kneeling or squatting, stooping, and bending from 50-70 degrees at the waist on an occasional to frequent basis.

***Physical Demands continued***

Must be able to exert up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects (textbooks and materials). The teacher often moves children's desks and chairs to change the layout of the classroom to influence the learning situation. The teacher must see and hear on a continuous basis as well as speak frequently. Positions may vary from standing, sitting, or walking. On a rare occasion it may be necessary to move quickly, run, etc. over smooth to uneven surfaces such as on asphalt, pea gravel, on the playground, or on the grass. The teacher must have manual dexterity to use office equipment, manipulate books and other learning materials, and assist students with various activities. The teacher must have repetitive movement of fingers and hands for keyboarding.

*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. This position is considered to be a LIGHT Physical Demand Characteristic of Work position according to the physical demands strength rating of the Dictionary of Occupation Title, Fourth edition published by the US Department of Labor. Elementary school teacher listing #092.227.010. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

***Work Environment***

The work environment will vary from potentially very loud situations such as cafeterias and playgrounds to more moderate situations such as classrooms or large group professional settings. The majority of time will be spent indoors with consideration for adaptability to all weather conditions related to outdoor activities and/or travel. The employee must be able to work in air-conditioned and heated environments under florescent lighting.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*