

**Elementary Teacher**  
*School District Job Description*

**Position Title:** Teacher, Elementary School  
**Department:** Instruction  
**Reports To:** Principal

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**SUMMARY:**

To create a flexible elementary grade program and a class environment favorable to learning and personal growth. To establish effective rapport with pupils. To motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for elementary grade education in accordance with each pupil's ability. To establish good relationships with parents and with other staff members. To understand and abide by board policies in their dealings with students, patrons, and staff members.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Other duties may be assigned.*

- Teaches district approved curriculum.
- Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
- Develops lesson plans and instructional material and provides individualized and small group instruction to adapt the curriculum to the needs of each pupil.
- Translates lesson plans into developmentally appropriate learning experiences.
- Communicates regularly with parents outside normal classroom day by means of newsletters, notes, phone calls, conferences, etc.
- Establishes and maintains standards of pupil behavior to achieve an effective learning atmosphere.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Identifies pupil needs and makes appropriate referrals and develops strategies for individual education plans.
- Is available to students and parents for education-related purposes outside the instructional day.
- Plans and coordinates the work of paraprofessionals, parents, and volunteers in the classroom and on field trips.
- Provides individualized and small group instruction to adapt the curriculum to the needs of the student.

Acknowledged \_\_\_\_\_

Date \_\_\_\_\_

- Creates an environment for learning through functional and attractive displays, interest centers, and exhibits of student's work.
- Adheres to all board policies

**SUPERVISORY RESPONSIBILITIES:**

Supervises classroom, students and volunteers.

**EDUCATION and/or EXPERIENCE:**

Bachelor's degree.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

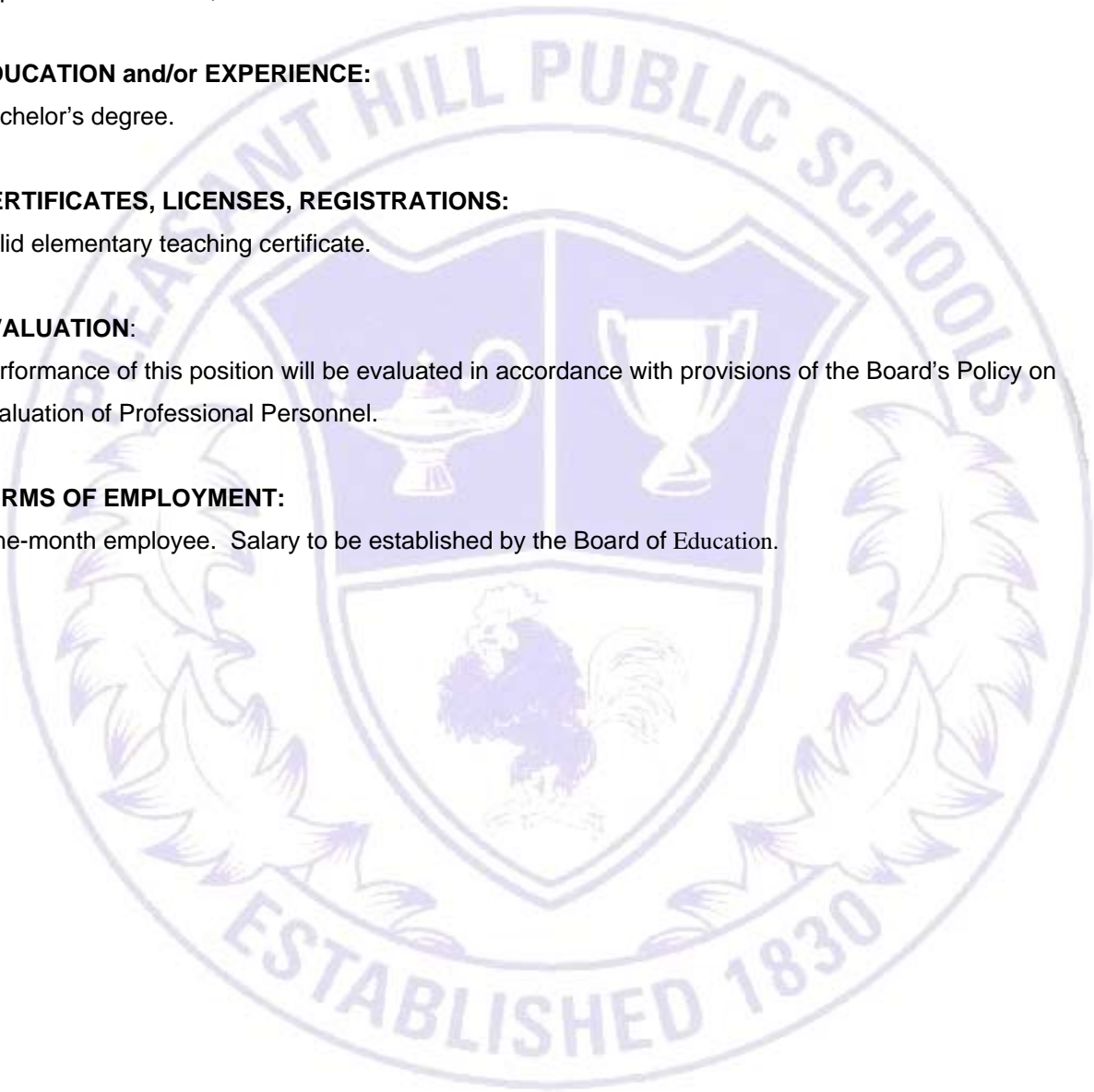
Valid elementary teaching certificate.

**EVALUATION:**

Performance of this position will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.

**TERMS OF EMPLOYMENT:**

Nine-month employee. Salary to be established by the Board of Education.



Acknowledged \_\_\_\_\_

Date \_\_\_\_\_