

Teacher – Primary School
School District Job Description

Position Title: Teacher, Primary School
Department: Instruction
Reports To: Principal

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.

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.
- Creates an environment for learning through functional and attractive displays, interest centers, and exhibits of students' work.

Acknowledged _____

Date _____

SUPERVISORY RESPONSIBILITIES:

Supervises classroom and students and volunteers.

EDUCATION and/or EXPERIENCE:

Bachelor's degree.

CERTIFICATES, LICENSES, REGISTRATIONS:

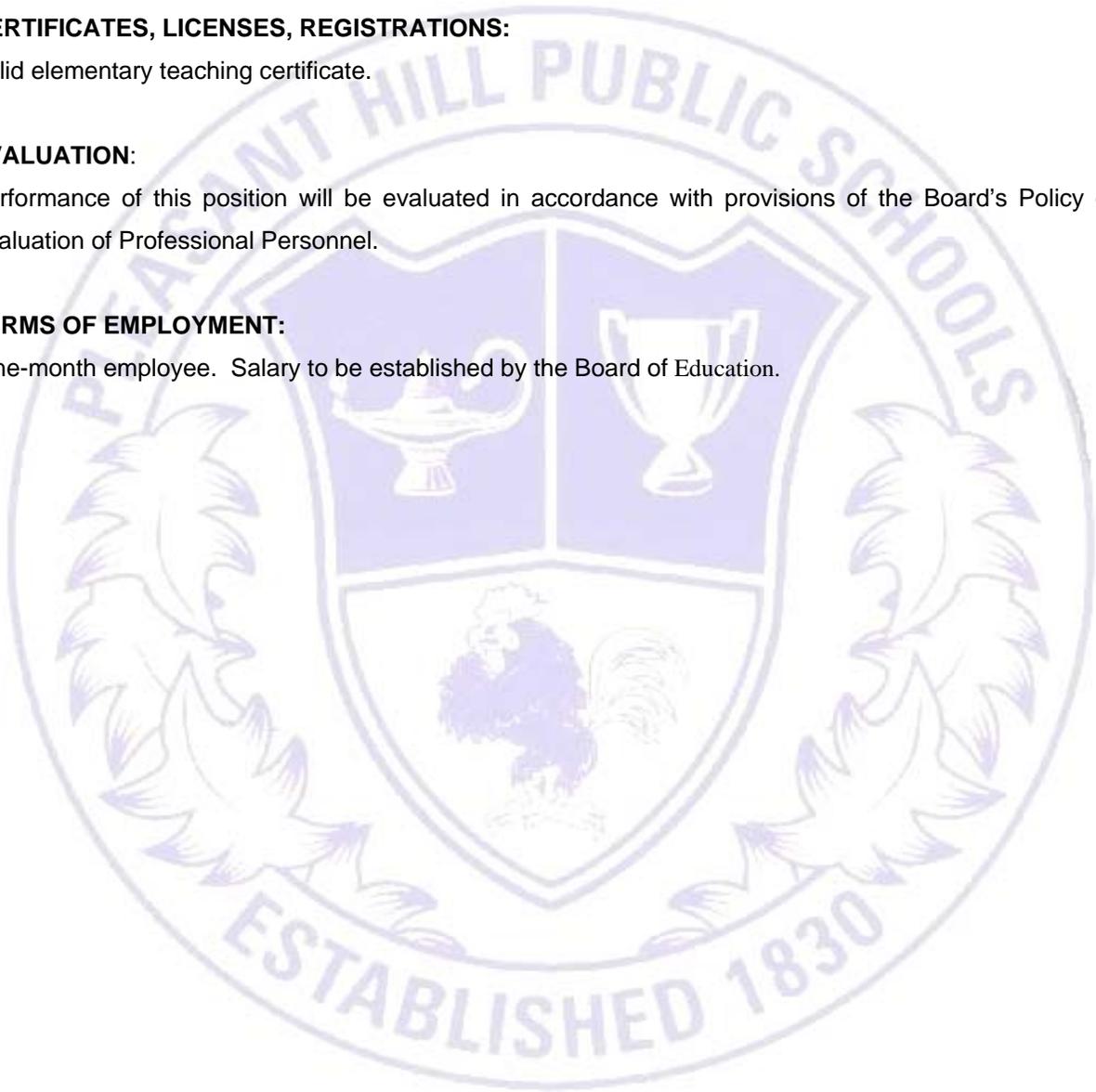
Valid elementary teaching certificate.

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 _____