

TEACHER, ELEMENTARY CLASSROOM JOB DESCRIPTION

This job description applies to all general elementary classroom teacher positions. Additional responsibilities and qualifications may be added for a specific position by the supervisor.

Responsible to: Building Principal

Distinguishing Characteristics: Conducts all regular classroom activities as designated by the School District.

Qualifications:

<u>Knowledge of</u>	<u>Ability to</u>
<ul style="list-style-type: none"> • Content, contemporary best-practices research, methods, and strategies for curriculum development and instructional delivery 	<ul style="list-style-type: none"> • Create an educational program for assigned students and apply multiple strategies to maximize educational progress.
<ul style="list-style-type: none"> • Laws, rules, and policies regarding school issues 	<ul style="list-style-type: none"> • Understand and comply with laws, rules, and policies.
<ul style="list-style-type: none"> • Appropriate diagnostic and evaluation techniques 	<ul style="list-style-type: none"> • Assess student general educational needs and develop a comprehensive instructional program plan in the assigned areas.
<ul style="list-style-type: none"> • Common Core State Standards 	<ul style="list-style-type: none"> • Develop and implement instructional plans consistent with CCSS.
<ul style="list-style-type: none"> • Classroom and Behavior Management Techniques and Theory 	<ul style="list-style-type: none"> • Supervise, instruct, evaluate, manage, guide, and assure safety of students. <p style="margin-left: 20px;">Provide a climate that is conducive to learning and respects the rights of all persons without discrimination.</p>
<ul style="list-style-type: none"> • Human Development and Learning Theory 	<ul style="list-style-type: none"> • Implement district adopted instructional materials and augment with supplementary materials as needed.
<ul style="list-style-type: none"> • Effective communication techniques 	<ul style="list-style-type: none"> • Effectively communicate with a diverse community of students, colleagues, parents, and the local community from varied educational and cultural backgrounds. • Understand and be sensitive to the customs and mores of the local community.
<ul style="list-style-type: none"> • Inclusive educational strategies and accommodations for at-risk students 	<ul style="list-style-type: none"> • Vary instruction according to student needs.

Responsibilities: (Including but not limited to)

Planning and Preparation

- Plans a program of study designed to meet the individual needs, interests, and abilities of students.
- Aligns content of lessons to common curriculum goals, content standards, and benchmark standards.
- Understand and be sensitive to the customs and mores of the local community.
- Develops instructional plans and participates in professional growth activities.
- Plans for engaging students in learning, in using a variety of materials and groups in a reasonable time frame.
- Plans for assessment of student learning reflecting authentic, real world applications of knowledge and understanding.
- Plans for, coordinates, and directs instructional assistants, volunteers, and other para-professionals when appropriate.

Classroom Environment

- Establishes and maintains an orderly and supportive classroom environment that reflects active student participation and common respect among all participants.
- Maintains a physical environment conducive to learning.
- Develops a classroom learning culture that emphasizes subject matter, respect for individual differences, expects success, and encourages all students to achieve at high levels.
- Develops procedures and routines for classroom operations and efficient use of time.
- Establishes classroom standards of conduct and clear consequences for overstepping the bounds.

Instruction

- Ensures that instructional activities and materials are clearly related to District and school goals and objectives, and that District-approved materials are used as the core of instruction.

Teacher Elementary Classroom (continued)

- Conducts interesting and well-paced classes, using a variety of instructional techniques, strategies, and media appropriate to the lesson and the needs and capabilities of the students.
- Maximizes time when students are paying attention and working on tasks directly related to the subject matter.
- Gives clear directions and explanations making sure students understand what to do before undertaking assignments.
- Formulates questions requiring students to engage in discussion and analytical thinking.
- Engages students in learning by intellectual involvement.
- Provides feedback promptly and often to students on their learning and progress.
- Demonstrates flexibility and responsiveness in instruction by adjusting lessons when the activity is not working, taking advantage of spontaneous events, or searching for alternative approaches.

Professional Responsibilities

- Reflects on assessment of lesson effectiveness and attainment of goals.
- Maintains confidentiality.
- Responds in a cooperative and positive manner to supervision.
- Assesses, maintains accurate records of student achievement and progress— maintaining such records as required by law and District policy.
- Collaborates in the development of Individual Education Programs (IEP's).
- Establishes and maintains open lines of communication with students and their parents concerning academic and behavioral progress of students.
- Effectively communicate with a diverse community of students, colleagues, parents and the local community from varied educational and cultural backgrounds.
- Communicates and works collaboratively to create partnerships with colleagues.
- Assumes responsibility for assigned duties, e.g., lunch count, playground duty, etc.
- Assists the administration in implementing policies and rules governing student life and conduct.
- Attends and participates in faculty meetings.
- Other duties as assigned.
- Pursues and maintains a continual professional growth plan.
- Maintains an open mind is willing to attempt new approaches to old problems, even if in the short run it is inconvenient.
- Participates in activities related to school functions and /or the educative process which occur outside the regular school day, in accordance with the collective bargaining agreement.
- Follows specified standards, policies, and procedures of the building and District.
- Participates in the administration of required state and local assessments in an effective, efficient and ethical manner.

Holds or is eligible for an Oregon Teaching License in the area of assignment.

Board approved 5/17/99

Steve Perkins update 5/14/2015

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OTHER

Sutherlin SD employees are expected to be completely honest in their employment capacity. Due to the fiduciary responsibilities of fiscal office employees, the requirement for honesty is given the greatest weight. Failure to be completely honest in the employment capacity will lead to discipline up to and including dismissal.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: _____ Date: _____

Employee Printed Name: _____