

**JOB TITLE**

# Elementary Teacher

**REPORTS TO:** Building Principal

**JOB DESCRIPTOR:** H00

**DATE:** July 1, 2003

**DEPARTMENT:**

**SCHEDULE:** R D

**NON-EXEMPT X**

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**NATURE AND SCOPE OF JOB:**

The purpose of a teacher's job is to teach students to read, write, problem solve, compute, how to find information, how to think, how to work cooperatively with others, and to meet all district-required curriculum objectives.

**ESSENTIAL FUNCTIONS:**

1. Plans and implements a program of study that meets individual needs, interests, and abilities within the CCSD curriculum.
2. Implements curriculum objectives and goals using effective teaching techniques and materials.
3. Develops, in a cooperative manner with the principal and curriculum facilitators, a plan for the improvement and enrichment of instruction.
4. Writes weekly lesson plans describing daily learning experiences correlated to curriculum objectives.
5. Monitors and assesses student progress and provides feedback on a regular basis to students and parents/guardians.
6. Diagnoses, instructs, and evaluates specific students' needs and seeks assistance of specialists as needed.
7. Communicates aims/objectives to students in a well-planned, organized manner in clear, concise terms.
8. Creates a classroom environment conducive to learning and appropriate to the maturity of the students.
9. Assists Administration in implementing all policies, vision, mission and philosophy, regulations, and rules of CCSD.
10. Creates educational experiences to provide students with opportunities to develop potential in self-esteem, personal-social adjustment, decision-making, and other life skills. Attempts to lead

each student to an understanding and appreciation of the principles of democracy and endeavors to develop in each student a spirit of patriotism, with a full understanding that American citizenship involves responsibilities as well as privileges.

11. Respects the dignity of each student as an individual and attempts to gain an adequate understanding of his/her needs, interests, abilities, aptitudes, temperament, and environmental influences, as a basis on which to meet his/her needs, and to treat him/her with fairness and courtesy.
12. Communicates concerns and ideas with colleagues, parents, students, and community in a positive, solution-oriented manner.
13. Assumes legal responsibilities for the discipline and supervision of students in the classroom, on school property, or in attendance at school-sponsored activities at all times and maintains a high standard of conduct and good rapport with students.
14. Strives to maintain and improve professional competence.
15. Assumes professional and personal responsibility for the management and progress of classes under his/her authority, direction, and supervision.
16. Assumes individual responsibilities assigned by principal/supervisor which may relate to committee work, student activities, student supervision, or other planning and professional assignments.
17. Maintains accurate, complete, legible, and correct records as required by law, CCSD policy, and Administrative regulation.
18. Takes necessary precautions to protect students, equipment, materials, and facilities.
19. Conducts oneself in a business-like and task-oriented manner.
20. Strives to be a good employee as well as an effective teacher.
21. Seeks to establish friendly and cooperative relationships between the home and the school.
22. Provides parents with information that will serve the best interests of their children and is discreet with information received from parents.

### **OTHER FUNCTIONS:**

1. Attends and supervises curriculum oriented field trips.
2. Attends parent and staff meetings.
3. Keeps informed by reading building and district communications.
4. Responds to requests for information in a timely manner.

**--EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS JOB--**

### **JOB QUALIFICATIONS:**

### **KNOWLEDGE, SKILLS AND MENTAL ABILITY:**

- Possess a broad general knowledge of all subject areas with specific knowledge needed in contract areas.
- Possess group dynamics and interpersonal skills.

- Possess knowledge of physiological, psychological, emotional, and educational behavioral development of children.
- Possess classroom developmentally appropriate management skills which include discipline as well as record keeping and assessment abilities.
- Possess technological and computer skills.
- Possess problem solving, imagination, patience, reasoning, creativity, judgement, and analytical abilities.

## **EDUCATION, LICENSE, CERTIFICATION OR FORMAL TRAINING**

- Possess all certificates required for the State of Wyoming.
- Possess at a minimum a Bachelor's Degree.
- Continue to pursue graduate level classes for professional growth.

## **EQUIPMENT USED:**

Copier  
Movie Projector  
Laminator  
Slide Projector  
Typewriter  
Laser Player  
Calculator  
Overhead  
Phone  
Computer  
VCR

## **PHYSICAL DEMANDS:**

- Be able to stand, walk, and sit for long periods without fatigue or discomfort.
- Be able to lift up to 50 pounds and carry a distance of 100 feet.
- Be able to carry up to 15 pounds for a distance of 1,000 feet.

## **ENVIRONMENTAL DEMANDS:**

- Be able to spend most of the time inside classrooms with some work outside in cold/hot weather.
- Be able to tolerate noise up to 90 decibels.

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