

**ELEMENTARY SCHOOL TEACHER
(K-8)**

REPORTS TO: Principal/Superintendent _____

ESSENTIAL FUNCTIONS:

Plans and develops course of study suitable for a particular grade level following curriculum guidelines of District and state requirements.

Develops and presents specific lesson plans, using a variety of means, including lectures, projects, group discussions, exhibits, field trips, audio-visual and library resources, computers, and the Internet.

Prepares assignments and tests for in-school preparation and homework. Monitors, assists, corrects, and grades student performances.

Counsels students when academic difficulties or behavioral problems arise.

Conducts standardized tests in accordance with District policies and law.

Maintains order in the classroom and administers discipline when necessary to achieve proper behavior. May prescribe detention, or loss of playground privileges in cases of student misconduct.

Observes children to detect signs of ill health or emotional disturbance and to evaluate progress.

Discusses students' problems and progress with parents.

Shares with other teachers and aides responsibility for monitoring halls and recess periods.

Keeps records of academic performance, attendance, and social acclimation. Reports on all aspects of student development for school records and parents; conducts parent-teacher conferences on both a regularly scheduled and an as-needed basis.

Consults with other professionals, where there appears to be evidence of learning disabilities or problems of social adjustment. Coordinates decisions with parents concerning any specialized intervention which appears warranted.

Reports cases of suspected child abuse according to state law.

Complies with Board policies, rules, regulations, and directives.

Recommends promotion and/or placement of students in appropriate classroom situation for ensuing year.

Participates in faculty meetings, child study meetings, Prereferral Intervention meetings, educational conferences, professional training seminars, and workshops.

May prepare material for Board meetings and school newsletter as requested by Superintendent.

Supervises classroom aides and volunteers.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

Valid Montana Teaching Certificate with proper endorsement.

Ability to write reports and business correspondence.

Ability to effectively present information and respond to questions from students, parents, staff, and the community.

Ability to handle stressful situations.

Ability to maintain confidentiality of employment and student matters.

Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

Computer (IBM & Mac), calculator, overhead, copier, telephone/voice mail, fax, two-way radio system, digital camera, scanner, website, TV/VCR. Proficiency in several software programs including, but not limited to: Microsoft Word, Excel, MacSchool, PowerPoint, Outlook Express, and Internet Explorer.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside, but some duties will be performed outside, including recess, field trips, etc. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended work hours while performing the duties of this job. The employee is directly responsible for safety, well-being, and work output of students.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit, walk, and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

History

Approved on: February 11, 2003

Revised on: