

ELEMENTARY SCHOOL TEACHER

(K-8)

REPORTS TO: Superintendent

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

SUMMARY OF FUNCTIONS:

The Elementary School Teacher plans, develops, and teaches a course of study suitable for a particular grade level following curriculum guidelines of District and state requirements.

ESSENTIAL FUNCTIONS:

- 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.
- Observes children to detect signs of ill health or emotional disturbance and to evaluate progress.
- 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, or the need for additional academic challenges. Coordinates decisions with parents concerning any specialized intervention which appears warranted.
- Works well with other staff members and collaborates with other teachers to benefit students.
- 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, Pre-referral Intervention meetings, educational conferences, professional training seminars, and workshops.
- May prepare material for Board meetings 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 maintain good classroom management and handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Ability to effectively perform essential functions independently with minimal supervision.
- Ability to use good judgment and effective problem-solving skills.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.
- Ability to work effectively in an environment which can be both physically and emotionally fatiguing.

EQUIPMENT USED:

A variety of electronic and technology devices, computers, copier, telephone/voicemail, fax.

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 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: May 15, 2019