

WICKENBURG UNIFIED SCHOOL DISTRICT
 JOB TITLE: TEACHER – Elementary School
 LOCATOR: 1.1

Position Type: Exempt	Department: Professional Staff
Salary Schedule: Certified	Reports to: School Principal
Salary Range: \$31,775 - \$39,155	Location: Elementary School
Term of Employment: Certified Calendar	Date: August 26, 2011
Shift: Day	Approved by: Human Resources

We are creating excellent schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.

POSITION SUMMARY:

To create a flexible elementary 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 education, in accordance with each pupil's ability; to establish good relationships with parents and other staff members.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Teaches district approved curriculum using Beyond Textbooks and other District approved resources;
- Instructs students 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 student behavior to achieve an effective learning atmosphere;
- Evaluates students' academic and social growth, keeps appropriate records and prepares progress reports;
- Identifies student needs and makes appropriate referrals and develops strategies for individual education plans;
- Remains available to students and parents for education-related purposes outside the instructional day;
- Plans and coordinates the work of teacher aides, parents and volunteers in the classroom and on field trips;
- Provides individualized and small group instruction to adapt the curriculum to the needs of the student;
- Creates an environment for learning through functional and attractive displays, interest centers and exhibits of student work;
- Complies with all rules, regulations and policies of the Governing Board.

MARGINAL DUTIES:

- Other job related duties as assigned by supervisor;
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- Supervises students to ensure safe and orderly environment.

OTHER SKILLS/ABILITIES/KNOWLEDGE/ WORK STYLE:

- Must have an adequate working knowledge and use of education technology;
- Must be detail-oriented, self-motivated, and able to work collaboratively;
- Must demonstrate flexibility, common sense, and good judgment;
- Must demonstrate an extremely high regard for confidential and sensitive information;
- Completes assigned tasks and projects in a competent and timely fashion;

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- Conscientiously fulfills responsibilities and follows directives by meeting deadlines;
- Responds promptly to questions and requests, seeking assistance when appropriate;
- Develops positive working relationships with school staffs, students and families;
- Must maintain well-groomed appearance;
- Demonstrates a personal professional code of ethics;
- Must be able to comply with District’s attendance standards as described in established guidelines.

CERTIFICATES, LICENSES AND REGISTRATION:

- Current Arizona Department of Education Elementary Teaching Certificate with SEI endorsement (or ESL/bilingual endorsement);
- Early Childhood Endorsement required for Kindergarten by June 2012;
- Reading Specialist and Math preferred;
- Early Childhood Endorsement preferred for Grades one through three;
- Must meet elementary education, highly qualified requirements with documentation to support;
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968;
- Must maintain a current Fingerprint Clearance Card.

COMMUNICATION SKILLS:

- Communicates effectively with the supervisor, other school staff, parents, and students;
- Must use appropriate grammar;
- Must have legible handwriting.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule format.

PHYSICAL DEMANDS:

- Regularly required to sit, stand and reach with hands and arms, talk or hear and taste or smell;
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls;
- Must be able to walk, and climb or balance, stoop, kneel or crouch;
- May regularly lift and /or move up to 20 pounds;
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate;
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EVALUATION: Evaluation by school principal or other Board approved evaluator in accordance with Board Policy.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. This is a temporary management guide tool, subject to change.

Reviewed / agreed to by _____

Date _____

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