

ST. MARIES JOINT SCHOOL DISTRICT NO. 41

St. Maries, Idaho



TITLE: ELEMENTARY CLASSROOM TEACHER

QUALIFICATIONS:

1. Standard or Advanced Elementary teacher's certificate.
2. Endorsement for grades level to which assigned.

SUPERVISOR: Building Principal to which teacher is assigned

JOB GOAL: To create a flexible program and a class environment favorable to learning and personal growth for students; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide a good educational foundation in accordance with each pupils ability; to establish good relationships with parents and with other staff members.

PERFORMANCE RESPONSIBILITIES:

1. Instruct pupils in citizenship and basic subject matter specified in state law and Administrative regulations and procedures of the school district.
2. Develop lesson plans and instructional materials and provide individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
3. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
4. Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
5. Insures that each pupil under their supervision receives in reading, language arts, social studies, mathematics, science, art, health, physical education, and music according to curriculum guides adopted by the Board of Education, and/or the State Board of Education.
6. Evaluates student class work, projects and assignments through teacher prepared evaluation instruments.

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7. Communicate with parents through conferences and other means to discuss pupil's progress and interpret the school program.
8. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
9. Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
10. Maintains professional competence through in-service education activities provided by the district and/or self-selected professional growth activities.
11. Participates cooperatively with the appropriate administrator to develop the method by which he/she will be evaluated in conformance with district guidelines.
12. Participates in selection of books and instructional aids; maintains required inventory records, books, supplies and equipment.
13. Evaluates and recommends curriculum changes as perceived.
14. In cooperation with fellow teachers, develops curriculum and course objectives to facilitate coordination of subject matter areas in the district.
15. Gathers appropriate materials to facilitate curriculum innovation.
16. Keeps classroom attendance as required by procedures established by the School District.
17. Keep records of student programs, evaluations and grades.
18. Maintain a classroom climate conducive to learning.
19. Provides for proper storage and care of equipment, reports losses promptly and checks for and reports vandalism or theft.
20. Supervises pupils in out-of-classroom activities during the working day as assigned by the principal.
21. Administers group-standardized tests in accordance with district testing program.
22. Participates in curriculum development programs as required.
23. Participates in faculty meetings, committees meetings and other conferences established by the principal.
25. Responds to student personal problems by referral to school counseling and/or

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administrative personnel.

- 26. Advises and counsels students concerning class work and educationally related problems.
- 27. Conform to Idaho's "Code of Ethics" provision for teachers and in accordance with District Policies, Procedures, and Guidelines.

TERMS OF EMPLOYMENT: 190 days plus _____ additional days as determined by program requirements. Salary and work year to be established by the Board of Trustees.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

APPROVED BY: Board of Trustees

St. Maries Joint School District No. 41 is an Equal Opportunity/Affirmative Action Employer. Qualified applicants receive consideration for employment without discrimination based on gender, age, national or ethnic origins, race, color, religion or the presence of a non-job-related handicap. Employment is contingent upon the necessary verification and work eligibility.

I have discussed this document with my supervisor and understand that it will be entered into my personnel file in accordance with the provision of Idaho Code 33-518. It is my understanding I may offer a rebuttal to this document that will be attached to the materials entered into my personnel file.

Signature of Employee

Date

Signature of Supervisor

Date