Elementary Teacher

Purpose Statement
The job of Elementary Teacher is done for the purpose/s of providing support to the instructional process by serving as an elementary teacher with specific responsibility for supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and/or individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

This job reports to Principal - Elementary School

Essential Functions
• Administers developmental assessments for the purpose of assessing student competency levels and/or developing individual learning plans.

• Advises parents and/or legal guardians of student progress for the purpose of communicating expectations, students' achievements, and developing methods for improvement and/or reinforcing classroom goals in the home environment.

• Analyzes assessment for the purpose of enhancing student achievement.

• Assesses student progress towards objectives, expectations and/or goals for the purpose of providing feedback to students, parents, administration and/or seeking the assistance of district specialists.

• Collaborates with grade level teams, other instructional staff, and school personnel within professional learning communities; as well as parents and various community members (e.g. PTA, business partners, etc.) for the purpose of improving the overall quality of student learning outcomes, and achieving established classroom objectives in support of the school improvement plan.

• Counsels students for the purpose of improving performance, health status, problem solving techniques, and a variety of personal issues.

• Demonstrates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addresses individual student requirements.

• Differentiates classroom work for the purpose of providing students with instructional materials that address individualized learning within established lesson plans.

• Directs para-professionals, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.

• Escorts students (e.g. office, library, multipurpose room, etc.) for the purpose of ensuring an efficient and safe arrival to and from destination.

• Facilitates student learning (e.g. arranging field trips, creating a learning environment, integrating technology, tutoring students before or after school, etc.) for the purpose of achieving success in academic, interpersonal, and daily living skills through defined lesson plans.

• Instructs students for the purpose of improving their success in academics through a defined course of study.
Interacts continually with students for the purpose of educating them.

Maintains a variety of confidential and nonconfidential manual and electronic files and records for the purpose of providing up to date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

Manages student behavior for the purpose of providing a safe and optimal learning environment.

Models and instructs life skills (e.g. conversation, citizenship, community involvement, friendship, manners, clean up activities, listening skills, etc.) for the purpose of demonstrating appropriate social and interpersonal behavior.

Monitors students in a variety of educational environments (e.g. classroom, playground, field trips, etc.) for the purpose of providing a safe and positive learning environment.

Organizes age-appropriate indoor and outdoor activities for the purpose of ensuring student participation in learning activities.

Participates in a variety of meetings (e.g. PLC, SAP, staff, etc.) for the purpose of conveying and/or gathering information required to perform functions.

Prepares a variety of written materials (e.g. grades, anecdotal records, lesson plans, study units, progress reports, etc.) for the purpose of documenting student progress and meeting mandated requirements.

Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to education code and school policies.

Responds to inquiries from a variety of sources (e.g. other teachers, students, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction.

Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

**Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age-appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing...
and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

**Responsibility**
Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of resources from other work units is often required to perform the job’s functions. There is some opportunity to significantly impact the organization’s services.

**Work Environment**
The usual and customary methods of performing the job’s functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired.

**Education:** Bachelors degree in job-related area.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**
Missouri State Teaching Certificate

**Continuing Educ. / Training:**
Units of Continuing Education

**Clearances**
Criminal Justice Fingerprint/Background Clearance

**FLSA Status**
Exempt

**Approval Date**
10/31/2019

**Salary Grade**
Certificated

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.