

**Job Title:** Elementary Teacher (Kindergarten)**Wage/Hour Status:** Exempt/Professional**Reports to:** Principal**Date Revised:** 5.3.19**Dept./School:** Assigned Campus/Grade level

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**This job description reflects district's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

**QUALIFICATIONS:****Education/Certification:**

Bachelor's degree from accredited university

Valid Texas teaching certificate with required endorsements for subject/grade level assigned

CPR, first aid and AED certification may be required (ex. PE, Marching Band)

**Special Knowledge/Skills:**

Knowledge of subjects assigned

General knowledge of curriculum and instruction

Ability to instruct students and manage their behavior

Strong organizational, communication, and interpersonal skills

**Experience:**

At least one year of student teaching or approved internship

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required.
2. Prepare lessons that reflect accommodations for differences in student learning styles.
3. Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
4. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
5. Conduct assessment of student learning styles and use results to plan instructional activities.
6. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
7. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
8. Plan and supervise assignments of teacher aide(s) and volunteer(s).
9. Use technology to strengthen the teaching/learning process.
10. Help students analyze and improve study methods and habits.
11. Conduct ongoing assessment of student achievement through formal and informal testing.

12. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
13. Be a positive role model for students and support the mission of school district.
14. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
15. Manage student behavior in accordance with Student Code of Conduct and student handbook.
16. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
17. Assist in selection of books, equipment, and other instructional materials.
18. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
19. Maintain a professional relationship with colleagues, students, parents, and community members.
20. Use effective communication skills to present information accurately and clearly.
21. Participate in staff development activities to improve job-related skills.
22. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
23. Compile, maintain, and file all reports, records, and other documents required.
24. Attend and participate in faculty meetings and serve on staff committees as required.

**SUPERVISORY RESPONSIBILITIES:**

Supervise assigned teacher aide(s).

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental/Physical Demands:**

Maintain emotional control under stress. While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facility. Duties also typically include considerable walking, standing, stooping, bending, and moderate lifting. Physical intervention may be required at times to manage student behavior; normal classroom environment as well as inside and outside duties.

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The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

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Employee

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Date

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Supervisor

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Date