

TITLE: Classroom Teacher, Elementary Licensure

REPORTS TO: Building Administrator

FAIR LABOR STANDARDS ACT (FLSA): Exempt. (Administrative/Professional)

QUALIFICATIONS:

1. Valid Oregon Teaching License with proper endorsement(s).
2. Training in elementary education with specialization in primary education; or
3. Training in elementary education with specialization in intermediate grades; or
4. Training in elementary education with specialization in upper grades with strengths in English, Reading, and Math.
5. Knowledge of developmentally appropriate practice strategies, i.e., cognitive, affective, and psychomotor areas of child growth and development.
6. Ability to plan strategies to meet school and district goals.
7. Demonstrated abilities (written/or oral) to plan classroom instruction around district philosophy, goals, and learner outcomes.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
10. Must be proficient in English both oral and written.

JOB GOAL: Promotes in a positive manner the educational development of students; this includes academic learning, the enhancement of self concept, and psychomotor development.

Through leadership and teaching skills promote in a positive manner the educational development of students in accepted curriculum areas.

ESSENTIAL JOB FUNCTIONS:

I. Personal Qualities:

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

II. Instructional Skill

In his/her performance the classroom teacher demonstrates a competent level of knowledge and skill in designing and conducting an instructional experience.

1. Instructs primary children, intermediate grade students, or upper grade students.
2. Sets class and instructional goals in accordance with building and district goals, standards and objectives.
3. Assists in the selection of books, equipment, and other instructional materials.
4. Plans instruction around the State Standards and needs of the pupils as defined by the CIM and CAM requirements as well as diploma requirements and statements of philosophy, contained in the district policy manual.

III. Classroom Management

The classroom teacher demonstrates in his or her performance a competent level of knowledge and skill in organizing the physical and human elements in the educational setting.

1. Implements developmentally appropriate practice strategies.
2. Assesses the accomplishments of students on a regular basis and maintains such records as required by law and by district policy.

IV. Student Discipline

The classroom teacher demonstrates the ability to manage the students in the educational setting.

1. Is responsible for the care, discipline and instruction of pupils assigned to your classes, and for any or all pupils assigned to the school.
2. Make and enforce by reasonable means your own rules and regulations and control of respective classrooms, subject to approval of the building administrator.
3. Maintain control of the pupils with reasonable and proper means.
4. Assist in the supervision of pupils in hallways during the passing of classes and during the periods before and after school as they are entering and leaving the building. Part of your responsibilities as instructors is to teach young people to respect property and the physical facilities of the district.

V. Interest in Teaching Pupils

The classroom teacher demonstrates a commitment to each pupil, taking into account each individual's unique background and characteristics. The classroom teacher demonstrates enthusiasm and enjoyment in working with pupils.

1. Assist pupils in learning habits of cleanliness; discourage the use of profane and improper language, encourage neatness in dress and urge pupils to be well-groomed.

VI. Knowledge of subject matter, materials, policies and regulations

The classroom teacher demonstrates a depth and breadth of knowledge of theory and content in general education and subject matter specialization(s) appropriate to the elementary level.

1. Knowledgeable regarding all school district policies and regulations and complies with them.
2. Takes all reasonable precautions to provide for health and safety of the students and to protect equipment, materials, and facilities.
3. Reports and records any injury immediately.

VII. Professional Commitment/Development/Improvement

The classroom teacher demonstrates an awareness of his or her strengths and limitations, and demonstrates continued professional growth.

1. Cooperates with other members of the staff in planning instructional goals, objectives, curriculum and instructional methods.
2. Maintains high professional standards.
3. Shares in the responsibility of the total school program.
4. Keeps abreast of the latest curricular and educational trends.
5. Uses language appropriate to the classroom, avoiding profanity and offensive language.
6. Remains current in professional growth and inservice training.
7. Continuously assesses oneself and makes effort to improve teaching performance.
8. Acknowledges and carries out constructive recommendations of observer.

9. Adjusts to and uses new strategies.
10. Is receptive to change and demonstrates the continued development of strategies to meet specified goals and objectives.

VIII. Interpersonal Skills/Personal Qualities

The classroom teacher demonstrates the ability to interact effectively with appropriate audiences.

1. Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of the student.
2. Works to establish and maintain open lines of communication with the administration, other staff members, and district patrons.
3. Demonstrates respect for students, parents, and staff.
4. Participates in maintaining a positive public image for the school.
5. Be neat in your own appearance; properly dressed and groomed.
6. Assumes responsibility for the condition of the classroom and protects equipment, materials, and facilities.

IX. School Service

The classroom teacher demonstrates a willingness to share normal school responsibilities and to help with non-instructional school events

1. Accepts responsibility for various duties assigned by the school.
2. Supervises students activities as regularly required of licensed staff.
3. Serves on district committees concerned with district curriculum and coordination.
4. Assumes other duties as may be assigned by the building administrator.
5. Assumes responsibility for accompanying all assigned students on field trips or other off campus visits.
6. Follows proper procedures when purchasing school items.
7. Follows all District policies and those contained in the appropriate district handbook.

X. Timeliness

The classroom teacher demonstrates a willingness and ability to model appropriate behavior in being timely.

1. All appropriate grades and comments are to be recorded in the student permanent files at the end of each year.
2. Returns requests for information by the date and time specified.
3. Attends all meetings as required; attends in a prompt manner.
4. Submits an inventory of furniture, teaching materials, and books at the end of each year.
5. Submits a list of all students absent or tardy to the attendance secretary.
6. Notifies the building administrator in the event of illness.

Physical Qualifications: 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 may be made to enable individuals with disabilities to perform the essential functions. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

Terms of Employment:

Contract length, salary and benefits, etc. are as outlined and agreed to in the Collective Bargaining Agreement in effect between Monroe School District #1J and Monroe Teachers Association.

Mandatory Child Abuse Reporting

As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

Evaluation:

Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of licensed personnel.

Reviewed by: _____

Date: _____