

HILLSIDE PUBLIC SCHOOLS

JOB DESCRIPTION

- TITLE:** Elementary Classroom Teacher
- QUALIFICATIONS:** Qualified candidate must possess a Bachelors Degree and certification in Elementary Education.
- REPORTS TO:** Principal and/or Vice Principal/Instructional Supervisors
- JOB GOAL:** To create a flexible elementary grade 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 upper elementary grade education, in accordance with each pupil's ability; and to establish good relationships with parents and with other staff members.

PERFORMANCE RESPONSIBILITIES:

1. Teaches reading, language arts, social studies, mathematics, science, technology, health, and all other subjects to pupils in a classroom, working to achieve the core curriculum content standards using the course of study adopted by the Board of Education and other appropriate learning activities.
2. Instructs pupils in citizenship and subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
4. Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
5. Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
6. Evaluates pupils' academic and social growth, keeps appropriate records, utilizes data driven instruction, and prepares progress reports.
7. Communicates 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 self-selected professional growth activities.
11. Maintains required inventory record.
12. Supervises pupils in out-of-classroom activities during the assigned working day.
13. Administers group individual/standardized assessments in accordance with district assessment program.
14. Participates in curriculum development programs, as required.
15. Participates in faculty committees and the sponsorship of pupil activities.
16. Attends school and student events as outlined in the teacher contract.
17. Utilizes electronic forms of communication with parents and colleagues.
18. Submits electronic lesson plans to their designated supervisor on a regular basis.
19. Implements instructional technology into daily lessons.

TERMS OF EMPLOYMENT:

Ten -month year. Salary to be established by the Board.

EVALUATION:

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

Date: January 13, 2011

Revised by: