JOB TITLE:	ELEMENTARY TEACHER
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4450
BARGAINING UNIT:	CERT

NEW:

03/21/2019

SCOPE OF RESPONSIBILITIES

Plans, organizes and delivers the program of instruction based on approved curriculum; monitors, evaluates, and communicates student progress; maintains records and makes reports; enforces Board policies, regulations, and rules; supervises students, and secures and maintains school property and materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Meets and instructs assigned classes in the locations and at the times designated.
- Creates and maintains a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
- Guides the learning process toward the achievement of curriculum goals and establishes objectives for all lessons, units, projects, and the like in order to communicate these objectives to students.
- Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes, and maintains written evidence of preparation.
- Assists the administration in implementing Board policies, administrative regulations and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports and counseling to parents as required concerning academic and behavioral progress of all assigned students.
- Participates in parent/teacher conferences as necessary to assist the parent's participation and support of a child's education.
- Maintains accurate, complete and correct records as required by law, district policy, and administrative regulation.
- Continues personal professional growth and upgrading of skills appropriate to teaching assignments.
- Attends staff meetings, serves on staff committees, and accepts a share of responsibility for extracurricular activities.
- Duties may include performance of health services, for which training will be provided.
- Performs other duties as assigned by the principal or school center head.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

- Kentucky certification appropriate to the grade level and curricular assignment
- Experience and preparation required by the Board

DESIRABLE QUALIFICATIONS