

Bay City Public Schools

Position Description

POSITION:	Teacher, Elementary	
BARGAINING UNIT:	B.C.E.A.	
REPORTS TO:	Building Principal	
PREPARED BY:	Shelly Ouellette	DATE: 05/10/05
APPROVED BY:	Carolyn Wierda	DATE:

SUMMARY: To create a flexible elementary grade program and a class environment favorable to learning and personal growth; to establish effective rapport with students; to plan and facilitate learning activities appropriate to promote intellectual development, development of social skills, and emotional health; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for elementary grade education, in accordance with each student's ability; to establish good relationships with parents and with other staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches district approved curriculum.
- Instruct pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
- Develops lesson plans and instructional material and provides individualized and small group instruction to adapt the curriculum to the needs of each student.
- Translates lesson plans into developmentally appropriate learning experiences.
- Communicates regularly with parents outside normal classroom day by means of newsletters, notes, phone calls, conferences, etc.
- Establishes and maintains standards of student behavior to achieve an effective learning atmosphere.
- Evaluates students' academic and social growth, keeps appropriate records and prepares progress reports.
- Identifies student needs and makes appropriate referrals and develops strategies for individual education plans.
- Is available to students and parents for education-related purposes outside the instructional day.
- Plans and coordinates the work of learning assistants, parents, and volunteers in the classroom and on field trips.
- Provides individualized and small group instruction to adapt the curriculum to the needs of the student.
- Creates an environment for learning through functional and attractive displays, interest centers and exhibits of student's work.
- Exhibits necessary stamina for the day-to-day demands of teaching.
- Ability to assume responsibility with a minimum of direct supervision.
- Displays a genuine love of teaching students.
- Conveys research and practices that promote successful learning environments.
- Demonstrates cultural sensitivity.
- Demonstrates knowledge of brain theory and its implications for learning.
- Ability to clearly express thoughts in writing, exhibits acceptable standards of grammatical usage, spelling, and structure.
- Exhibits the need to collaborate with other educators, parents, and community members to create learning opportunities, which ensures success for all students.
- Create and manage a learning environment that emphasizes scope and sequence of the District's curriculum learning goals.
- Work collaboratively with other educators in planning and facilitating classroom activities.
- Organize instruction into meaningful units and make connections to other content areas.
- Reflects on teaching and devises ways of improving on an ongoing basis.
- Plan and implement learning environments to include management of time, space, and materials; the physical and social environments; and adjustments for student's age and needs.
- Participate in self-evaluations of teaching results, teaching techniques, practices and procedures, and revise accordingly.
- Keep informed of new technology, new teaching methods, new knowledge, and current social conditions.
- Participate in conferences, inservices, and workshops to facilitate on-going professional growth/development.
- Knows and appreciates the diversity of a global society.
- Implements full inclusion techniques for special education students.
- Utilizes technology available in the teaching and learning process.

- Adjusts instruction, the environment or activities to accommodate a variety of learning styles.
- Interpret student achievement data to inform instruction.
- Personalizes learning of students.
- Abide by the policies of the Board of Education, the terms of the Master Agreement, and directives issued by the school administration within the provisions of the Master Agreement.
- Other duties as assigned by the immediate supervisor.

SUPERVISORY RESPONSIBILITIES: Supervises classroom and students and volunteers.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor of Arts Degree in Education.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Michigan Elementary Teacher Certification with elementary endorsement.
- Additional endorsements, i.e., ZA, DD, ZG, as appropriate for the position preferred.
- Meets requirements of NCLB legislation.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedure, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, students, parents and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plan and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and present lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents, and community; skill in oral and written communication. Ability to perform duties with awareness of all district requirements, Board of Education policies, and applicable State and Federal laws.

PHYSICAL DEMANDS: 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.

While performing the duties of this job, the employee is regularly required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee must occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to sometimes meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.