



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN
TALENT DEVELOPMENT OFFICE

Elementary School Teacher

POSITION SPECIFICATIONS

REPORTS TO

Principal.

PRIMARY FUNCTION

To provide an instructional program which develops individual pupil competencies consistent with district programs and elementary school curricula.

QUALIFICATION PROFILE

CERTIFICATION / LICENSE

Connecticut teacher certification (K-8).

EDUCATION

Bachelor's or Master's degree from an accredited college or university in education or other relevant field.

EXPERIENCE

Prior elementary teaching experience preferred.

SKILLS, KNOWLEDGE & ABILITIES

- Develops and implements programs consistent with the goals of the district.
- Demonstrates a knowledge, understanding, and application of the elementary school curriculum.
- Creates an atmosphere and presents an educational program which will be conducive to the intellectual, social and emotional growth of each student.
- Provides students with opportunities to develop critical thinking and decision making skill.
- Provides for creative activity through purposeful learning tasks.
- Employs a variety of teaching techniques through the use of instructional materials and visual aids.
- Uses community resources where applicable and available.
- Makes use of significant aspects of pupil growth as a guide in planning individual and group activities.
- Prepares and maintains written plans to meet the individual needs and creative abilities of students.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Establishes criteria for evaluation and use of test to diagnose students' needs and progress.
- Confers with individual students relative to progress and recommends reinforcement procedures with enrichment activities.
- Keeps parent informed of student progress.
- Keep accurate records as required by district, building, state or federal requirements.
- Creates an atmosphere in which students feel free to express their views.
- Promotes student self-awareness, self-respect, confidence, and trust.
- Develops and encourage the use of good study habits.

- Provides a seating arrangement to meet the needs of individual students.
- Promotes proper care of instructional equipment and materials.
- Encourages students to care for and take pride in their classroom.
- Provides a learning environment conducive to students' educational development.

ADDITIONAL DUTIES

- Shares professional literature and innovative practices with staff.
- Contributes to school committees, staff meetings and other staff efforts.
- Assists in interpreting the district's instructional program to parents and the community.
- Keeps informed of developments in the field of elementary education.
- Makes constructive use of personal evaluation.

EQUIPMENT

Must be able to use a computer and job related equipment.

TRAVEL REQUIREMENTS

Travel between schools at an infrequent/as needed basis.

TERMS OF EMPLOYMENT

SALARY & BENEFITS

Salary and benefits as set forth in the Local 871 collective bargaining agreement.

WORK SCHEDULE

Follows school procedures as established by the principal in accordance with the agreement with the New Britain Federation of Teachers.

UNION AFFILIATION

Local 871, New Britain Federation of Teachers.

FUNDING SOURCE

Determined by position.

Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

CREATED:
REVISED:
BOARD APPROVED: