

**Job Title:** Teacher  
**Department:** Administration  
**Reports To:** Principal  
**FLSA Status:** Exempt  
**Revision Date:** March 1st, 2022  
**BOT Approved Date:** 3/1/2022

### **Summary**

Creates a flexible elementary grade program and a class environment favorable to learning and personal growth; establishes effective rapport with students; motivates students to develop skills, attitudes and knowledge needed to provide a good foundation for upper elementary grade education in accordance with each student's ability; and establishes good relationships with parents, community and other staff members.

### **Certificates, Licenses, Registrations**

Valid Arizona Teacher Certification  
Early Childhood Endorsement for grades Preschool to Kindergarten  
Valid Arizona DPS Fingerprint Clearance Card  
Ability to Pass National Criminal Background Screen  
Must meet ESSA/Highly Qualified Requirements

### **Education and/or Experience**

Minimum Bachelor's degree and six months to one-year related experience. ADE Certification required. Experience with Native American School Systems preferred.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Prepares lesson plans in advance in all core areas of the curricula reflecting AZ college and career readiness standards.
- Identifies clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- Maintains good order and discipline among the students, safeguarding their health and safety.
- Assesses students frequently to evaluate their abilities, strengths, and weaknesses.
- Supports the diverse educational and cultural backgrounds of the students served.
- Teaches planned lessons to an entire class of students and to smaller groups.
- Uses a variety of instruction strategies, such as inquiry, group discussion, lecture, discovery, etc.
- Uses computers, audiovisual aids, and other equipment and materials to supplement presentations.
- Plans ahead by completing lesson plans in advance.
- Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
- Grades students' assignments to monitor their progress.
- Maintains a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
- Communicates with parents about their child's progress.
- Communicates and consults with parents over all aspects of their children's education – academic, social and emotional.
- Works with students individually to help them overcome specific learning challenges.
- Prepares students for standardized tests required by the state, BIE, etc.
- Develops and enforces classroom rules to teach children proper behavior.
- Create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.

- Organizes and manages groups or individual students ensuring differentiation of learning needs, reflecting all abilities.
- Plans opportunities to develop the social, emotional and cultural aspects of students' learning.
- Ensures effective use of support staff within the classroom, including parent helpers.
- Ensures that school policies are reflected in daily practice.
- Supervises children outside of the classroom—for example, during lunchtime or recess.
- Participates in staff meetings, grade level meetings and on-site professional development as required.
- Maintains a portfolio of professional development and training undertaken.
- Participates as part of a whole school team.
- Actively participates with and implements guidelines set by instructional coaches and administrative staff.
- Promotes the welfare of children and supports the school in safeguarding children through relevant policies and procedures.
- Promotes the aims and objectives of the school and maintain its philosophy of education.
- Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.
- Attends all school sponsored events.
- Handles minor behavior modification at the classroom level
- Sets criteria for participation in school events, field trips and extra-curricular activities at the beginning of the year to not preclude a child from participation unfairly.

### **Supervisory Responsibilities**

This position supervises the classroom paraprofessional.

**Skills and Abilities:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to show respect and sensitivity for cultural differences, and promote a harassment-free environment.
- Ability to uphold organizational values by working ethically and with integrity.
- Active listening skills.
- Ability to identify and resolve problems in a timely manner, gather and analyze information skillfully, and use reason even when dealing with emotional topics.
- Ability to focus on solving conflict, not blaming; maintain confidentiality, and keep emotions under control.
- Ability to speak clearly and persuasively in positive or negative situations, listen and get clarification, and demonstrate group presentation skills.
- Ability to effectively present information and respond to questions from groups of managers, students, and the general public.
- Ability to write clearly and informatively, present numerical data effectively, read and interpret written information.
- Skill to understand business implications of decisions and aligns work with strategic goals.
- Ability to work within approved budget and conserves organizational resources.
- Ability to observe safety and security procedures, reports potentially unsafe conditions, use equipment and materials properly.
- Ability to uphold organizational values by working ethically and with integrity.
- Ability to adapt to changes in the work environment and manage competing demands.
- Ability to consistently be at work and on time.

- Ability to exhibits confidence in self and others, inspire and motivate others to perform well and effectively influences actions and opinions of others.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Knowledge of Internet software, E-mail software, Spreadsheet software and Word Processing software.

### **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 this position will supervise/interact with children ages 3-10, which involve getting down to the child's level physically 45% of the day, which involves bending, stooping, and kneeling; and will guide/supervise children safely to and from the classrooms, up to 250 yards, 20% of the day.

While performing the duties of this job, the employee is frequently required to stand; walk; sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms and smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **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.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

I, \_\_\_\_\_, have reviewed this job description and confirm I am able to perform the essential duties of the position with or without reasonable accommodations.

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Signature

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Date