

**ELEMENTARY CLASSROOM TEACHER
CARBON COUNTY SCHOOL DISTRICT #1
JOB DESCRIPTION**

JOB TITLE: Elementary Classroom Teacher
REPORTS TO: Building Principal
DEAPRTMENT: Certified Staff

JOB SUMMARY:

Under the general supervision of the building principal, the classroom teacher will facilitate student success and growth in academic and interpersonal skills through implementing district approved curriculum and addressing specific educational needs of individual students by creating a flexible, safe, and optimal learning environment.

ESSENTIAL FUNCTIONS of CLASSROOM TEACHER:

Planning and Preparation -

1. Demonstrate knowledge of content and content-related pedagogy as well as prerequisite relationships.
2. Demonstrate knowledge of the characteristics, skill levels, approaches to learning, and varied interests of the student age group that is being taught.
3. Select appropriate instructional goals that reflect high expectations, clarity, and a balance of teaching/learning techniques and styles.
4. Plan structured learning activities that use a variety of materials and resources as well as use of appropriate grouping strategies to engage students in meaningful learning.
5. Assess student learning on a regular basis in a manner that is congruent to instructional goals and aligns with district and state standards.
6. Collaborate with support services teams to develop and implement Individual Education Programs (IEPs).

Classroom Environment –

1. Create an environment of respect and rapport in the classroom between teacher and students and students and their peers.
2. Establish a culture of learning by conveying the value of the content and the importance of pride in work and by maintaining high expectations for learning for all students.
3. Manage productive and appropriate grouping of students in a classroom, where the use of materials and time allow for smooth transitions from one instructional activity to another.
4. Establish clear standards of conduct, monitor students' behavior, and respond appropriately.
5. Implement and administer district and school policies and procedures governing student conduct.
6. Provide instruction that teaches to district and state standards.
7. Give directions and instructions that are clear to all students in both written and oral language that is grade appropriate.
8. Use questioning techniques that provide for higher level thinking skills and discussion, with adequate wait time that allows for participation by all students.
9. Engage students in learning by linking content to student experiences, allow activities for students' exploration of content, and use appropriate grouping for explorations.
10. Provide accurate, constructive, quality feedback to students in a timely manner.
11. Demonstrate flexibility and responsiveness by adjusting lessons to accommodate student needs and use effective approaches to help students who are having difficulty in learning.

Professional Responsibilities –

1. Assess current lessons for effectiveness, reflect, and look at ideas to try the next time.
2. Maintain accurate records showing students' completion of assignments, progress in learning, and non-instructional information.
3. Communicate with families on instructional program goals and individual students' performance and facilitate family engagement in the instructional program.
4. Contribute to the school and district by participating in school projects, district committees, and assigned non-teaching duties.
5. Lead and encourage colleagues and support staff and maintain cooperative relationships with administrators to establish a favorable working environment. Attend and constructively participate in staff meetings.
6. Participate in opportunities for professional development.
7. Show professionalism by demonstrating a commitment to professional standards in problem-solving and decision making and by serving as an advocate for students.
8. Seek supervisory and peer input on performance and respond to feedback in a cooperative manner.
9. Actively participate in the Professional Learning Communities (PLC) process, including regular team meetings, open sharing of data, and collaboration to answer the critical questions of a PLC.
10. Complete all other duties as assigned by supervisor.

JOB QUALIFICATIONS:

1. Must hold, or be eligible to hold, a teaching certificate issued by the Wyoming Professional Teaching Standards Board with an endorsement as an Elementary Teacher.
2. Display flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
3. Demonstrate effective time management and resourceful problem-solving skills.
4. Exhibit excellent verbal, written, and interpersonal communication skills.
5. Possess technological and computer skills.

EXPECTATIONS:

1. Maintain a positive attitude that supports the District Mission.
2. Maintain a positive and supportive relationship with all people in the workplace.
3. Be responsible for acceptable personal attendance and punctuality.
4. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
5. Be responsible for adhering to Special Education federal, state, and district statutes, regulations, policies and procedures.

Nondiscrimination Statement:

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, 615 Rode, Rawlins, Wyoming 82301, (307)328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307)777-6198; or the Office for Civil Rights, Region VIII, U. S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303)844-5695, TDD (303)844-3417.