

Elkhart Community Schools
Position Description

Position Title:	Certified Classroom Employee		
Qualifications:	Must have appropriate Indiana Certification; must meet North Central Accreditation Standards. Regular and timely attendance is an essential function of this position.		
Department:	Building		
Reports To:	Building Principal		
Prepared By:	Cheryl Waggoner	Date:	02/21/2018
Approved By	W. Douglas Thorne	Date:	02/21/2018

PERFORMANCE RESPONSIBILITIES:

I. Instructional Learning Environment:

- A. Hold and articulate high expectations for student learning, achievement and behavior.
- B. Implement district and building level initiatives.
- C. Implement standards-based instruction.
- D. Make data driven instructional decisions.
- E. Provide instruction that demonstrates use of research based most effective teaching strategies.
- F. Deliver instruction that matches learning needs of all students.
- G. Communicate instruction clearly and effectively.
- H. Provide accurate, specific and timely feedback to students.
- I. Engage students in the process of data driven decision making.
- J. Provide effective classroom management that includes teaching routines and procedures to maintain a safe and orderly learning environment.
- K. Create active learning environments and collaboratively design settings that foster an enriching, nurturing and safe climate, where diversity and academic risk taking are valued.

II. Instructional Planning and Organization:

- A. Demonstrate knowledge of course content and process.
- B. Design standards based instruction as evidenced by daily planning.
- C. Balance pacing to provide for proficiency, at standard, while meeting individual student needs.
- D. Adapt teaching materials, lessons and instructional strategies to meet the needs of groups and individuals.
- E. Integrate technology as an instructional and learning tool.
- F. Plan for appropriate direction of paraprofessionals and volunteers.
- G. Effectively utilize community resources to enhance student learning.
- H. Provide substitutes with lesson plans, seating charts, time schedules, required materials and specific instructions, such as individual behavior intervention plans, individual learning strategies and medical and physical information when appropriate.
- I. Design and utilize formative and summative assessments.
- J. Display data publicly in a timely manner (e.g. formative and summative assessment data, cause and effect data, student performance data, attendance data, etc.)
- K. Participate actively in collaborative planning.
- L. Adhere to a daily schedule and when necessary communicates any changes to affected educators.

III. Professional Responsibilities:

- A. Comply with all rules and regulations in accordance to Board policy and with all reasonable written and/or oral directions issued by administrators.
- B. Adhere to the Elkhart Community Schools policy for maintaining confidentiality of student records.
- C. Assist in the implementation of district security initiatives to maintain a safe and secure environment.
- D. Administer all assessments ethically, properly and accurately.

- E. Provide or assure implementation of legal and appropriate accommodations for all students with defined learning plans, such as IEP's, ILP's, 504's etc.
- F. Complete student records as required by district policy.
- G. Meet deadlines for submitting reports and records.
- H. Exhibit a pattern of regular and timely attendance.
- I. Attend and constructively contribute to staff meetings, school and district committees.
- J. Develop and maintain effective collaborative professional relationships.
- K. Review student classroom and achievement data with all appropriate personnel who provide instructional and functional support.
- L. Encourage respect for rights, opinions, property and contributions of others.
- M. Participate in professional growth activities pursuant to district expectations.
- N. Demonstrate yearly professional growth that enhances knowledge and skills relevant to teaching assignment.
- O. Respond to and initiate consultations with parents and staff, in a timely manner, and at appropriate times and places.
- P. Prepare for and participate in parent-teacher conferences and IEP conferences.
- Q. Carry out all assigned supervision duties.
- R. Accept a share of responsibility for school sponsored and / or extracurricular activities.
- S. Maintain a personal appearance in keeping with the nature of the assignment of the staff member.
- T. Report unsafe conditions as well as deficiencies, malfunctions, or breakage of equipment to the building administrator or designated person.
- U. Exercise prudence in protecting students, equipment, materials, and facilities from injury or abuse.

Essential Functions

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential function 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: Must have appropriate Indiana Teacher Certification; must meet North Central Accreditation Standards. Regular and timely attendance is an essential function of this position.

Supervisory Responsibilities: Supervise students and paraprofessionals as determined by the Building Principal or designee. Supervise specific work assignments as determined by the Building Principal or designee.

Other Skills and Abilities: Wholesome and understanding attitude toward children; ability to use proper English and communicate well with people; neat personal appearance, pleasing personality; willingness to learn and expand general knowledge.

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, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the 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.

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity, but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

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. The individuals currently holding this position perform additional duties and additional duties may be assigned.