



Job Description  
**ELEMENTARY CLASSROOM TEACHER**  
Certified

**Position Goal:** The Elementary Classroom Teacher creates a positive learning environment to facilitate the personal, social and academic development of students. In order to respond and meet the needs of the individual student, as well as an entire classroom of students, the Elementary Classroom Teacher must work closely with parents, other staff members and the administration of USD 231.

**Preferred Qualifications:**

- Bachelor's degree from accredited college/university
- Hold or be eligible for teaching license in state of Kansas
- Health and inoculation certification on file (post-employment offer)
- Pass criminal background check (post-employment offer)
- Demonstrate ability to implement best practice, motivate others and help students, set and achieve high performance levels
- Desire to enhance skills and improve job performance

**Reports to:** Building Principal

**General Responsibilities:**

- Responsible for providing day-to-day instruction to elementary school students in core subject areas (grades K-4)
- Demonstrate thorough knowledge of curriculum and subject matter
- Demonstrate effective interpersonal relationships
- React to change productively and handle other tasks as assigned
- Set high expectations for student achievement and behavior
- Keep information and records confidential
- Actively support and promote the school's philosophy, mission, and goals
- Obtain prior approval from Building Principal for all activities and expenditures
- Implement and follow all district health and safety policies, including all precautions of the blood borne pathogens exposure plan
- Perform other duties and assume other responsibilities assigned by the Building Principal or other administrative staff

**Essential Functions:**

- Plan and implement effective lessons, using time, materials and resources effectively
- Motivate students with effective communication and feedback
- Establish and maintain a positive climate through appropriate classroom management
- Maintain current curriculum and instructional practices
- Assist with student organizations
- Coordinate and supervise student field trips
- Attend and assist with school events, such as musicals, athletics, student recognition ceremonies, open houses and graduations
- Treat all students with respect and dignity, be responsive to their circumstances
- Proficient in use of technology and effectively integrate technology into the classroom environment and instruction

- Work cooperatively with fellow-staff members and administrators in curriculum design, assessment and implementation as it pertains to specific grade level
- Work cooperatively with parents to meet the needs of students
- Assist fellow teachers and administrators in ordering educational supplies and materials
- Coordinate and implement classroom level student assessments and utilize assessment results in a prescriptive, constructive manner to promote learning
- Be knowledgeable and utilize standardized testing and other assessment data to deliver appropriate instruction to each student
- Demonstrate awareness of individual student needs
- Design and implement accommodations and modifications for students
- Regular collaboration with special education staff to ensure successful inclusion in the general education classroom
- Management of data collection system for individual students
- Management of district and state assessment measures for individual students
- Regular and effective parent communication through planned and unplanned activities
- Attendance of building and district level department meetings

**Physical Requirements/Environmental Conditions:**

- Work in multiple settings
- Work in noisy and crowded environments
- Work indoors and outdoors, year-round
- Able to physically monitor student performance and manage classroom behaviors
- Good physical agility which requires the following:
  - Frequent bending
  - Sitting
  - Standing
  - Walking
  - Kneeling
  - Reaching
- Physical exertion to manually move, lift, carry, pull or push heavy objects or materials up to 40 pounds

**Terms and Benefits:**

- Compensation, work terms and fringe benefits per GENE and USD 231 Board of Education Negotiated Agreement
- Work days per GENE and USD 231 Board of Education Negotiated Agreement
- Evaluation per GENE and USD 231 Board of Education Negotiated Agreement
- Single dental and single medical insurance benefit
- Section 125/Cafeteria Plan
- KPERs retirement plan

**Revised:** September 2015

The Gardner Edgerton School District is an Affirmative Action, Equal Employment Opportunity Institution