

**TITLE*****TEACHER - ELEMENTARY (PreK - 5)*****QUALIFICATIONS**

1. Minimum bachelor's degree
2. Valid teacher's license with appropriate endorsement
3. Strong written, verbal, presentation, and interpersonal skills
4. Computer utilization skills
5. Meets health and physical requirements

**JOB GOAL**

To teach elementary school children academic and social skills

**ESSENTIAL FUNCTIONS**

1. Prepares teaching outline for course of study
2. Lectures, demonstrates, and uses audiovisual teaching aids to present subject matter in class
3. Prepares, administers, and corrects tests and records results
4. Assigns lessons and corrects papers
5. Maintains order in classroom and on playground
6. Counsels students when adjustment and academic problems arise
7. Discusses students' academic and behavior problems with parents and suggests corrective action
8. Keeps attendance and grade records as required by school board
9. Observes students to detect signs of ill health or emotional disturbance and evaluate progress
10. Represents the school and the community in a positive manner
11. Reports to the principal when there is knowledge or reasonable suspicion that a child's health or welfare has been or appears to have been harmed as a result of abuse or neglect
12. Actively promotes the use of computer/technology to develop learning skills
13. Performs other duties as assigned

**PHYSICAL DEMANDS**

This job may require lifting of objects that exceed 50 lbs., with frequent lifting and/or carrying of objects weighing up to 25 lbs. Other physical demands that may be required are as follows:

1. Pushing
2. Pulling
3. Climbing
4. Stooping
5. Kneeling
6. Reaching
7. Talking
8. Hearing

## 9. Seeing

### TEMPERAMENT (Personal traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity
3. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria
4. Adaptability to dealing with people beyond giving and receiving instruction
5. Adaptability to dealing with students

### CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. Intelligence: Ability to understand instructions and underlying principles; ability to reason and make judgments
2. Verbal: Ability to understand meanings of words and ideas associated with them
3. Numerical: Ability to perform arithmetic operations quickly and accurately
4. Manual Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly and accurately
5. Form Perception: To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures
6. Color Discrimination: Ability to perceive or recognize similarities or differences in colors or shades or other values of the same color

### WORK CONDITIONS

Normal working environment

### TERMS OF EMPLOYMENT

1. 200-day contract
2. Teacher salary scale

### IMMEDIATE SUPERVISOR

Principal

### GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

Adopted 07/01/93