

# BUHLER USD 313 CERTIFIED STAFF JOB DESCRIPTION

**TITLE: ELEMENTARY TEACHER**

REPORTS TO: Building Principal

SUPERVISES: Assigned students/staff members

EVALUATION: As per Negotiated Agreement

CLASSIFICATION: Exempt

JOB SUMMARY: To create a flexible elementary grade program and class environment favorable to learning and personal growth.

QUALIFICATIONS: Bachelors degree in education with appropriate Kansas licensure.

## PERFORMANCE RESPONSIBILITIES:

1. Teaches communications arts, social studies, mathematics, and science to students in a classroom, using the course of study adopted by the Board of Education and other appropriate learning activities.
2. Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develops lesson plans and instructional materials and provides individualized, differentiated, and small group instruction in order to adapt the curriculum to the needs of each student.
4. Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
5. Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
6. Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports.
7. Communicates with parents through conferences and other means to discuss student's progress and interpret the school program.
8. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
9. Creates an environment for learning through functional and attractive displays, bulletin boards, and interest centers.
10. Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
11. Selects and requisitions books and instructional aids; maintains required inventory records.
12. Supervises students in out-of-classroom activities during the assigned work day.
13. Administers group standardized tests in accordance with district testing program.
14. Participates in curriculum development programs as required.
15. Participates in faculty committees and the sponsorship of pupil activities.
16. Builds a positive rapport with students, parents, and other staff members.
17. Demonstrates effective human relations and communication skills.
18. Complies with good safety practices.
19. Complies with all district rules, regulations, and policies.
20. Other duties as assigned

## PHYSICAL REQUIREMENTS / ENVIRONMENTAL CONDITIONS

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
2. Requires regular attendance and physical presence at the job.

APPROVED: 5/13/2013