Title of Position: Elementary Teacher Directly Responsible to: Building Principal

Assignment Period: 9 months

Qualifications:

- Bachelor's degree required.
- Hold or be eligible to hold a Colorado Teaching Certificate.
- Hold appropriate endorsement(s) and meet North Central Association accreditation standards.
- Successful completion of student teaching assignment.
- Previous teaching experience in subject area and/or level desirable.
- Demonstrated knowledge and skill regarding the components of effective instruction.
- Demonstrated knowledge of content and teaching methods in area(s) of teaching assignment.
- Demonstrated knowledge of developmental needs of students.
- Demonstrated effective written and oral communication skills.
- Evidence of ability to establish and maintain effective, cooperative relationships with school personnel, students and parents.
- Demonstrated understanding and empathy necessary for working with students.

Responsibilities:

- 1. Plan instruction consistent with the district approved curriculum and meet or exceed Colorado Standards for assigned subject area(s)/grade level(s).
- 2. Maintain a comprehensive set of lesson plans that include extra duties, events, and reports. Lesson plans will be turned in to the building administrator weekly.
- 3. Use formal and informal methods to assess the abilities and needs of students.
- 4. Plan effective use of class time.
- 5. Apply principles of teaching/learning to enhance student achievement.
- 6. Utilize teaching methods that are appropriate for the objectives and learners.
- 7. Modify instruction to meet student needs.
- 8. Communicate effectively with learners.
- 9. Provide for and maintain student involvement during instruction.
- 10. Use the evaluation of student outcomes to measure the effectiveness of instruction.
- 11. Communicate effectively student progress to student and parent/guardian.
- 12. Document student progress relating to formal and informal test results.
- 13. Attend tasks in a manner which maximizes instruction.
- 14. Maintain necessary student records.
- 15. Assist in planning for appropriate use of volunteers/aides as assigned.
- 16. Establish clear expectations for appropriate behavior.
- 17. Establish consequences for inappropriate behavior.
- 18. Establish conditions under which students exercise self-discipline, honesty, leadership, and citizenship.
- 19. Focus on implementation of district and state adopted programs that are appropriate for the improvement of student achievement.
- 20. Participate in professional growth opportunities.
- 21. Adhere to the code of ethics of the teaching profession of the State of Colorado.
- 22. Recognize problems and actively contribute to their resolutions.
- 23. Collaborate with others to fulfill responsibilities related to building and district goals and priorities.

- 24. Demonstrate a concern for students' health and safety.
- 25. Accept and fulfill assigned responsibilities and duties in a prompt and efficient manner.
- 26. Follow Board of Education policies, building procedures, and any other rules, regulations, or procedures that may be established by the central or building administration.
- 27. Perform other duties as may be assigned by the building principal.