
JOB TITLE: ELEMENTARY TEACHER
REPORTS TO: BUILDING PRINCIPAL

WORK YEAR: 190 days

JOB SUMMARY:

Instruct and supervise a diverse group of students by establishing a positive, respectful learning environment, providing ample and varied learning opportunities and promoting high standards of performance for all students regardless of their background and developmental levels.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Meets the standards of Competent and Ethical Performance as outlined in Oregon Administrative Rules (OAR 584-020-000 to 584-020-045). The following are examples of principle duties; however, any one position may not cover all duties listed and examples may not cover all duties an employee is expected to perform.

- Model and teach respect with an awareness of diversity.
- Effectively work with and respond to people from diverse cultures or backgrounds.
- Establish clear objectives and create long- and short-range plans for instruction to meet needs, abilities and interests of students.
- Develop and carry out clear, organized, sequential lessons and learning activities suitable for students' developmental levels and aligned with instructional objectives.
- Vary and pace classroom strategies to accommodate different learning styles, actively involve students and maximize student engagement in meaningful learning.
- Diagnose the instructional needs of all students and devise appropriate learning activities for each student.
- Use current body of knowledge in cultural diversity issues in teaching and curriculum development to design and adapt individual/group academic and behavior/social programs in all school settings.
- Implement district and state curriculum standards and ensure that instructional activities are clearly related to district/state curriculum standards.
- Assure that every student has ample opportunity to demonstrate proficiency with district and state standards.
- Use a variety of approaches to assess, record and provide feedback promptly and often to students on their progress and assignments.
- Participate in development and implementation of individual student plans (e.g., IEP, 504).
- Assume responsibility for adapting and modifying classroom instruction for students identified as needing specialized instruction.
- Work as part of the school team to fully implement Response to Intervention (RTI).

- Work effectively and collaboratively with diverse student, staff and community populations.
- Work collaboratively with school personnel in meeting diverse social and academic needs of students.
- Establish and maintain open lines of communication with all students and with parents/guardians concerning both academic and behavioral progress of students.
- Assist school staff and administration in implementing all policies and/or rules governing student conduct, reinforce individual school's plan for positive behavior support, develop reasonable rules for classroom behavior and utilize effective, proactive behavior management skills in all school settings.
- Assume responsibility for assigned duties, e.g., playground, lunchroom duty.
- Utilize technology as related to job responsibilities.
- Train and act as lead worker for Educational Assistants.
- Reflect upon own teaching performance and accept and utilize supervisory suggestions and feedback.
- Take primary responsibility for pursuing and evaluating own professional growth.
- Attend and participate in staff meetings and district inservice meetings.
- Participate in activities that are related to school functions and/or the education process that occur outside the regular workday, in accordance with the collective bargaining agreement.
- Maintain accurate, complete and confidential records as required by law and district policy and administrative regulations.
- Perform other duties as assigned.

GENERAL PERFORMANCE REQUIREMENTS:

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students and the public in the Sherwood School District and enhances learning.
- Maintain regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedule.
- Observe laws, district policies and procedures, and professional standards for this position.
- Work effectively and collaboratively with diverse student, parent and community populations
- Carry out work responsibilities with strong organizational skills, effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respect confidential information and the privacy of students, staff and parents.
- Support students and staff in the district's career related learning standards to encourage the development of independent work skills through career exploration and community involvement.
- Collect, record, store, retrieve, assimilate, organize and utilize information and records electronically and by using traditional methods.
- Develop job skills necessary to meet changes in the position.
- Maintain personal appearance and hygiene appropriate to the position as defined by the district.

- Meet applicable district physical ability/health and safety guidelines for the position.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty 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.

- Valid Oregon teacher's license with appropriate subject area endorsement.
- Understanding of human growth and development patterns, learning theory and brain research.
- Content knowledge in subject areas taught.
- Familiarity with a variety of age appropriate instructional, assessment and classroom management strategies that reflect current research on best practices.
- Familiarity with state standards and curriculum frameworks for middle school levels.
- Knowledge and experience with differentiated instruction.
- Effective oral and written communication skills.
- Knowledge of state and federal education laws and of student and staff rights.
- Ability to exhibit professionalism and effective human relations.
- Ability to effectively manage and supervise students and their work.
- Ability to direct the work of other staff members.
- Standard First Aid certification, or the ability to obtain certification within two months of hire, may be required.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the School Board's policy on evaluation of members of the Sherwood Education Association.

PHYSICAL REQUIREMENTS:

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.

- Frequent or prolonged standing, walking and sitting.
- Possibly moderate to high noise level.
- Frequent and prolonged talking/listening in conversations/meetings.
- Requires accurate perceiving of sound, near and far vision, depth perception.
- Requires handling and working with variety of materials and objects.
- Work may occasionally involve lifting/carrying objects weighing 15-25 pounds.
- Possible exposure to bodily fluids due to student injury or illness.
- Exposure to a variety of chemicals comprising instructional and art supplies and materials.

WORKING CONDITIONS:

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.

- This position is primarily performed indoors in school buildings, although some outdoor instruction and supervision may be required.
- This position involves working in close proximity to groups of students and adults.
- Evening and/or extended work hours may be required.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this (or the position itself) at any time it deems advisable.

EMPLOYEE STATEMENT:

I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions I will inform the District prior to actually beginning work.

I have read and understand this job description.

Employee Signature: _____ Date: _____

Employee Printed Name: _____