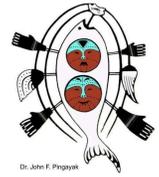




Kashunamiut School District  
Chevak High School  
985 KSD Way  
Chevak, AK 99563



JOB TITLE: Elementary Teacher (PK-5) Certified Salary Schedule  
REPORTS TO: Principal HRS: 7.5  
LOCATION: Chevak School No. DAYS: 189 days

### **Elementary Teacher Duties and Responsibilities:**

Elementary Teachers should be able to manage a classroom, communicate and teach one or more subjects clearly and effectively and follow school procedures. They are responsible for monitoring each student's progress and providing extra mentorship to those who need it. They should also enforce school rules and encourage good student behavior in and out of the classroom. Other Elementary Teacher duties include:

- Giving and grading assignments, homework and tests
- Helping students prepare for standardized testing
- Overseeing students during recess, lunch and other activities
- Talking to parents about their children's progress
- Meeting and working with other teachers and supervisors to discuss school policies
- Working some evenings and weekends to create lesson plans and grade assignments

### **QUALIFICATIONS:**

BA or higher in Elementary Education and Alaska Certification

### **Duties, Responsibilities and Accountabilities**

1. Meets and instructs assigned classes in the location and at the times designated.
2. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity, culture and interests of the students by creating social, behavioral, and educational expectations.
4. Collaborate with students to set and maintain standard protocols that will support a positive learning environment.
5. Prepares lesson plans on a weekly basis for classes assigned, and shows written evidence of preparation upon request of immediate superior.
6. Guides the learning process toward the achievement of curriculum goals and in harmony with the goals, established clear objectives for all lessons, units projects and the like to communicate these objectives to students following established curricula and aligned with Alaska Standards.
7. Establish (BOY) and maintain (MOY, EOY) student data folders/portfolios to include literacy screeners, MAP Assessments, and formative classroom assessments and or projects.

8. Assesses the accomplishments of students on a regular basis and provides progress reports as required. Use the data to identify areas where students may require additional Tier II & or III support.
9. Employs a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
10. Employs strategies to meet the unique needs of ELL learners and students with IEPs..
11. Will, within a “reasonable time frame” return corrected student assignments and tests to insure their utility as pertinent learning tools.
12. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
13. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation
14. Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
15. Makes provision to maintain open communications with parents by providing appropriate student progress reports and reports cards, and by contacting parents in person or by phone when necessary.
16. Plans and supervises purposeful assignments for teacher aide(s) and volunteer(s) and cooperatives with administration to evaluate their job performance.
17. Strives to maintain and improve professional competence as articulated through Danielson Framework for effective instructional practices.
18. Attends staff meetings “open house” and parent conferences, staff committees as required.
19. Maintains a positive mental attitude as it relates to students, staff, administration and school board.

#### **Knowledge, Skills and Abilities**

1. Requires decision-making ability and the ability to work independently. Requires ability to plan, schedule, and prioritize work.
2. Requires interpersonal skills to courteously and effectively assist individuals on the telephone or in person and to maintain good relations.
3. Requires personal presence and appearance to appropriately act as a representative of the Superintendent and Board of Education.
4. Requires ability to communicate with a variety of people to gather information or to communicate information to others. Ability to resolve issues involving conflict.
5. Requires ability to speak clearly and concisely both in oral and written communication.
6. Requires willingness to perform various job-related duties as situations require, a strong sense of teamwork, and ability to work cooperatively with others.

7. Requires ability to perform duties with awareness of all district requirements, Board of Education practices, Alaska State Laws, and Department of Education and Early Development regulations and Alaska Teacher Code of Ethics.

**Language Skills:** Ability to read and interpret documents such as curricula guides and materials and testing protocols. Ability to write routine reports and correspondence.

**Mathematical Skills:** Ability to apply mathematical functions in routine classroom situations such as calculation of grades.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems in a professional manner.

**Computer Skills and Abilities:** Requires knowledge and ability to operate a variety of software on computers. Experience with the Mac platform, Powerschool, and email systems is beneficial.

**Other Skills and Abilities:** Ability to develop effective working relationships with the Board of Education, superintendent, colleagues, students and community. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to work in a cross-cultural environment.

**Physical Demands:** 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. Should be able to lift 50 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is regularly required to sit and talk and hear. The employee is also required to stand; walk; operate a computer; and reach with hands and arms. This position requires the individual to meet deadlines with severe time constraints and to interact with the public and other workers. This position occasionally requires employee to work extended or irregular hours

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.