



First Mesa Elementary School

Position Description

Teacher (Certified)

Supervisor: Lead Teacher/CSA

Program: Education

Summary:

This position provides professional educational services in one or more K-6 grade levels utilizing accepted teaching standards and research-based concepts and methodologies. Independently adjust teaching methods based on the individual needs of the students. The teacher is responsible for planning, implementing, and evaluating an effective educational program consistent with current educational research, accepted educational methodologies and practices, prescribed policies and guidelines and applicable laws and regulations.

Tasks:

Essential function may include the following tasks, knowledge, skills and other characteristics. This list is illustrative only, and is not a complete listing of all functions and tasks to be performed by positions in this job class.

- Develop a thorough knowledge and understanding of the school Philosophy and Mission, prescribe curriculum, academic content standards, course objectives, text, teaching aids, technology, and other resource materials appropriate to educational programs at the elementary school level.
- Develop annual instructional goals and objectives that are consistent with the prescribed curriculum content standards.
- Develop daily/unit lesson plans delineating specific objectives, techniques, and activities to be used in teaching the lesson: determine sequence and methodologies to be used in presenting the curricula; determine the timing and method for the use of the students; adapt teaching units to the environment, local, culture, and traditions, and the needs of the students.

- Develop, select and/or adapt methods and materials to meet each student's educational needs using personal experience and judgment and drawing on the student's background interest, and abilities.
- Select and organize instructional methods and materials to ensure each student's achievements proceed systematically and with order. Plan and develop activities that allow each student to achieve his/her greatest potential without experiencing excessive frustration.
- Plan, schedule, and make contacts to arrange field trips closely related to the instructional program.
- Conduct classes and/or other types of planned learning activities in elementary subject areas using a daily/unit lesson plan as a guide and deviating as necessary to accommodate time limitations and interruptions in the schedule of classes.
- Organizes class into groups to meet student's needs, interest and capabilities. Teach students using classroom discussions, demonstrations, audiovisual aids, laboratory experiments, field trips and other appropriate techniques and methods.
- Assist students in setting realistic goals enabling them to realize progress and develop self-confidence.
- Develop, adapt, select and utilize a variety of test and other evaluative methods to assess the effectiveness of the instructional program. Use student assessment data to guide instructional planning to accommodate individual as well as group needs.
- Manage student behavior and disciplinary problems on own initiative except for chronic or extreme behavior problems that may require the assistance of the Principal. Will not use corporal punishment or any method that bring shame or humiliation upon students.
- Maintain class records for student academic progress student conduct, daily attendance and other areas common to elementary school classroom.
- Confer with individual parents/guardians their child's progress, behavior and adjustment to the class or class routing. Discuss the class and school educational program with interested visitors. Prepare for and conduct parent-teacher conferences on a scheduled or as needed basis.
- Serve as class sponsor or faculty advisor to student organizations. Serve on special committees; assist with variety of extracurricular activities and events.
- Perform other duties assigned by supervisor.

Knowledge, Skills and Abilities:

- Classroom management skills and ability to manage student behavior.
- Ability to prepare lesson plans, performance objectives.
- Ability to incorporate effective teaching practices and methodologies.

- Ability to evaluate and interpret student achievement test results.
- Ability to meet and interact with parents/guardians on student progress.
- Ability to adapt curriculum and instructional materials.
- Ability to develop daily lesson plans delineating academic standards.
- Ability to assess student academic performance.
- Ability to maintain student academic portfolios.
- Abilities to work independently and make classroom decisions.
- Possess good English language and communication skills.
- Knowledgeable about current research on teaching and learning in library science(s).
- Ability to work collaboratively with teachers, students, administrators, etc.
- Ability to perform/manage as an information specialist, to manage all elements of information not limited to books, technology, media, etc.

Qualification:

- Experience: Two years teaching experience (preferred) in educational setting.
- Education: Graduation from accredited institution of higher education with Bachelor’s degree in Education or Master’s degree in education or a degree with a minor in Education.
- Other Qualifications: Must possess Arizona Teaching Certification. Indian preference in employment is considered.

Physical Effort:

Work environment is generally within the school building, offices and on school grounds, requiring walking, sitting and bending. Time outside the normal school hours may be required and may exceed ten hours per week. Must maintain a condition of good physical and mental health.

Terms of Employment:

1. This position is based on a ten (10) month contract.
2. Requires Arizona teaching certification.
3. Suitability for employment must be established with an extensive background investigation.
4. Hopi/Indian Preference in employment is considered.