

CAMPBELL COUNTY SCHOOLS

Effective: July 1, 1974

Updated: March, 1999

JD Locator: 19.00

TITLE: Teacher – Elementary

QUALIFICATIONS:

1. Holds a bachelor's or higher degree and the required Kentucky certificate for the assigned position.
2. Has demonstrated the ability to work effectively with students, peers, and adults.
3. Has demonstrated ability to communicate effectively with students, parents, staff, and community.

REPORTS TO: Principal, or if so directed by the principal, to an assistant principal or department head.

JOB GOAL: To create a flexible elementary grade program and a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for elementary education, in accordance with each pupil's ability; to establish good relationships with parents and with other staff members.

PERFORMANCE RESPONSIBILITIES:

1. Meet and instruct assigned classes in the location at the times designated using the curriculum guides developed by the faculty and approved by the Board.
2. Maintain a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
3. Develop daily lesson plans and instructional materials and provide individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
4. Translate lesson plans into learning experiences to best utilize the available time for instruction.
5. Evaluate pupil's academic and social growth, keep appropriate records and prepare progress reports.
6. Communicate with parents through report cards, notes, conferences and other means to discuss pupil's progress and interpret the school program.

Teacher – Elementary (Continued)

7. Assess the learning needs of students on a regular basis and seek the assistance of district specialists as required.
8. Establish and maintain standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom and appropriate behavior in other school related activities as set forth by the Student Code of Conduct.
9. Take all necessary and reasonable precautions to protect student, equipment, materials, and facilities.
10. Create an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
11. Maintain accurate, complete, and correct records and safeguard their confidentiality as required by law, district policy and administrative procedures.
12. Maintain professional competence through inservice education activities provided by the district and other self-selected professional growth activities.
13. Work with faculty colleagues to develop and implement instructional programs that will meet the individual needs, interests and abilities of students to include IEP's of special students.
14. Participate cooperatively with the appropriate administrator to develop the method by which the teacher will be evaluated in conformance with district guidelines.
15. Select, requisition, and maintain required inventory records of books and instructional materials.
16. Supervise pupils in and out of classroom activities during the assigned working day.
17. Strive to maintain and improve professional competence by participating in planning and implementing in-service education activities, taking college courses, developing special projects, etc.
18. Attend staff meetings, and, as possible, serve on staff committees and participate in the sponsorship of pupil activities.
19. Maintain a professional awareness of current literature related to assignment, including working knowledge of state and federal law, Board policy and administrative regulations.

Teacher – Elementary (Continued)

20. Maintain all grades in an approved record book and turn in completed record book at the end of the school year.
21. Plan and supervise purposeful assignments for teacher aide(s) and volunteer(s).
22. Perform other duties consistent with the position assigned as may be requested by the executive director.

TERMS OF EMPLOYMENT: Work schedule to be established. (See board approved scheduling)
Salary as established by the Board of Education.