



Littleton Elementary School District Position Description

TITLE: Certified Teacher

CLASSIFICATION: Exempt

QUALIFICATIONS: Appropriate certification and highly qualified requirements

REPORTS TO: Person(s) designated by the Board or Superintendent

SUPERVISES: Paraprofessionals, volunteers, students and student teachers

GENERAL STATEMENT OF RESPONSIBILITIES: To provide each child with an environment which will enable him to reach his fullest physical, emotional, educational, psychological, and behavioral potential

I. Uses knowledge of Subject Matter

- Demonstrates knowledge in subject area
- Demonstrates knowledge of curriculum development to include scope and sequence

II. Displays Interpersonal Skills

- Communicates effectively with students
- Demonstrates and promotes mutual respect
- Promotes positive self-concepts in learners
- Maintains a positive and stimulating learning environment
- Communicates enthusiasm for learning
- Uses correct written and oral expression

III. Plans for Instruction

- Submits weekly lesson plans which reflect goals, objectives, and activities
- Assesses student's skills levels to determine the appropriate learning objectives
- Plans instruction to achieve selected objectives
- Chooses relevant academic activities to ensure appropriate student time on task
- Follows the design of the district's curriculum
- Sequences learning activities to achieve specific goals and objectives
- Plans instruction at varying and appropriate levels of cognitive thinking
- Organizes instructions to meet individual differences and specific needs
- Organizes resources such as time, space, materials, and equipment to facilitate the achievement of goals and objectives
- Monitors and assesses student' progress using specific procedures

IV. Provides instruction

- Provides instruction at student's skill level
- Teaches to the learning objectives as specified in the lesson plan
- Teaches necessary objectives in a logical sequence
- Provides instruction at a variety of levels of thinking
- Uses strategies to maximize the amount of time students are engaged in relevant tasks
- Uses a variety of instructional techniques and methods related to the objectives
- Models correct performance for students
- Gives clear directions and explanations related to lesson
- Monitors student learning throughout the learning process
- Obtains responses for each objective to check student mastery before proceeding
- Adjusts instruction to meet individual differences and specific needs
- Evaluates students according to consistent objective criteria

V. Uses Learning Principles in providing instruction

- Communicates to students the purpose and value of learning objectives
- Provides sufficient teacher directed and independent practice with monitoring to ensure that students are accurate and successful
- Communicates the importance of the learning by holding all students accountable for learning
- Provides an appropriate focus for student at the beginning of learning objectives
- Summarizes learning using a variety of methods

VI. Uses Classroom Management Strategies

- Uses effective classroom management techniques
- Communicates expectations for appropriate classroom behavior
- Demonstrates ability to work with individuals, small groups, or large groups as determined by instructional objectives
- Manages inappropriate classroom behavior by implementing the discipline procedure adopted by the governing board

VII. Displays Professionalism

- Acts in a professional manner
- Engages in professional development
- Seeks and shares professional ideas
- Acts in accordance with teacher responsibilities, both legal and professional and uses discretion in the use of professional or confidential information
- Identifies exceptional students and refers them to appropriate specialist
- Uses effective strategies for parent teacher communication including conferences
- Demonstrates willingness to accept additional responsibilities
- Supervises and evaluates additional support staff and/or volunteers when applicable
- Shows care in personal hygiene and grooming
- Attends all meetings as required
- Adheres to Board and Administrative policy

VIII. Gathers and Records Data

- Maintains appropriate and adequate information
 - Federal Law
 - State Law
 - District Policy
 - School Procedures