

# HARTLAND/LAKESIDE ELEMENTARY SCHOOLS

## Joint District No. 3 JOB DESCRIPTION

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**JOB TITLE:** Teacher (Grades K-5)  
**DEPARTMENT:** Education  
**REPORTS TO:** Building Principal

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### **POSITION SUMMARY:**

Teachers in grades K-5 have an understanding of the developmental child and have skills to motivate and support student learning. They will ensure that learning is carefully formed around each child's social, academic, physical, and emotional learning style that will prepare her/him to attain further improvement and to function successfully in the community.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Has knowledge and demonstrated skill in integrating curricular objectives across content areas
- Strives to improve instructional and curricular objectives in order to meet high learning standards for all students
- Demonstrates effectiveness through the analysis of student performance data and applying analyzed trends to instructional goals and objectives
- Ability to establish individualized student learning goals and provide information and feedback to students and parents regarding performance data
- Establish and apply methods of formative and summative assessments that adequately measure student growth, performance trends, and achievement
- Collaborate frequently and meaningfully with colleagues regarding instruction and student learning goals
- Demonstrate continual growth in pedagogy by seeking and completing professional growth opportunities that are directly applicable to classroom learning objectives
- Ability to differentiate instruction and demonstrates skills and knowledge in adapting and modifying teaching methods to meet the diverse learning needs of all students
- Progress monitor and assess student progress to adjust instruction based on the learning performance of the students
- Ability to design and deliver classroom instruction that is motivating to students, meaningful for academic success, and is directly connected to the common core standards and district learning targets
- Create and maintain a learning environment that promotes positive self-esteem and engages learners

- Is organized and efficient in completing and maintaining records, reports, and student information
- Provide a variety of instructional delivery method; include but not limited to small group instruction, real-life integration, demonstration, discussion, lab experience, problem-based learning, and across grade teaming
- Uses a variety of methods to effectively and frequently communicate to parents and administration and provide meaningful data based information regarding student progress
- Responsive to parent inquiries and addresses issues or matters in a positive and productive manner
- Maintains a positive presence in the school and promotes the goals, initiatives, and objectives in the best interest of the district and of student learning expectations
- Supports the learning of all students in an inclusive and differentiated classroom
- Implement and follow approved curriculum
- Conduct classroom action research for the purpose of examining the effectiveness of instructional methods and strategies and implementing new and innovative practices.
- Promotes an effective learning environment: appropriate standards of student behavior, use of behavioral strategies and techniques, and application of age-appropriate, developmental activities
- Participates in collaborative inquiry and conducts teaming for the intent of addressing individualized student learning needs
- Identify and modify factors contributing to student behavior issues for the development of response plans.
- Uses innovative technology methods to enhance and refine student learning and applies the district's "Learning Through Technology" model.
- Addresses student discipline matters in a responsive productive manner that fosters a positive classroom atmosphere.
- Seeks teacher leadership opportunities to improve the educational program and support the leadership expression of fellow colleagues
- Addresses issues and problems with students and coworkers in a professional and dignified manner

**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.*

**LANGUAGE SKILLS:**

Ability to communicate orally and in writing in a clear manner.

**MATH SKILLS:**

Ability to apply concepts such as fractions, percentages, ratio, and proportions to practical situations.

**REASONING SKILLS:**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Proper state license required.

**PHYSICAL AND MENTAL DEMANDS:** *The physical and mental 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.*

- Sitting, standing, and walking. Occasional running.
- Frequent lifting of less than 20 pounds. Occasional lifting of more than 20 pounds.
- Ability to reach forward.
- Repetitive hand, arm, and finger motions.
- Ability to see objects/persons at a distance and see close work.
- Using hand(s) for repetitive single grasping, fine manipulation and pushing and pulling.
- Occasional bending, twisting, squatting and reaching.
- Distinguishing sounds at various frequencies and volumes.
- Ability to hear conversation in a noisy or quiet environment, tell where sound is coming from and tell differences among bells, buzzers, beeps, horns, etc.

**WORK ENVIRONMENT:**

Primarily indoor work in sometimes noisy environments.

Approved: August, 1998

Updated: May 10, 2012

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual current holding this position and additional duties may be assigned.*