

Oak Grove District Position Description

Position Title: Teacher, Elementary
Reports To: Elementary Principal
Date: March 2012

SUMMARY:

To create a 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 grade education, in accordance with each pupil's ability; to guide students development in their Christian faith; to establish good relationships with parents and with other staff members.

All employees at Oak Grove Lutheran School impact the lives of the young people we serve. Therefore, all employees are expected to embrace the mission of Oak Grove Lutheran School and serve as role models for Christian faith development, personal interactions and respect for each other, and learning with integrity as duties are performed for the School.

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

- Communicates, collaborates, and cooperates with colleagues, supervisors, and students.
- Teaches Oak Grove-approved curriculum.
- Instruct pupils in basic subject matter specified in state law and administrative regulations and procedures of Oak Grove.
- Develops lesson plans and instructional materials to adapt curriculum to the needs of all students.
- Translates lesson plans into developmentally appropriate learning experiences.
- Communicates regularly with parents outside normal classroom day by means of newsletters, notes, phone calls, conferences, etc.
- Establishes and maintains standards of pupil behavior to achieve an effective learning atmosphere.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Identifies pupil needs and makes appropriate referrals and develops strategies for individual education plans.
- Is available to students and parents for education-related purposes outside the instructional day.
- Plans and coordinates the work of paraprofessionals, parents, and volunteers in the classroom and on field trips.
- Provides individualized and small group instruction to adapt the curriculum to the needs of the student.

- Creates an environment for learning through functional and attractive displays interest centers and exhibits of student's work.
- Attends Open House, Parent-Teacher Conferences and events as requested by the principal.

SUPERVISORY RESPONSIBILITIES:

Supervises classroom students, volunteers, and others assigned to the classroom.

QUALIFICATION REQUIREMENTS: *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.*

EDUCATION and/or EXPERIENCE:

Bachelor's degree.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid North Dakota Teaching Certificate for the teaching/administrative responsibilities assigned.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, and governmental regulations. Ability to write lesson plans, reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, parents, students, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program. Ability to plan and implement lessons based on school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents. Ability to use technology effectively in the classroom. Ability to perform duties with awareness of all Oak Grove Lutheran School policies.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to stand, talk, hear, walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being or work output of other people, including children of minor age. Specific vision abilities required by this job include close vision such as to read handwritten or typed material and to read information from a computer screen. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

EVALUATION: Job performance is evaluated in accordance to Oak Grove Lutheran School policies.

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 individuals currently holding this position and additional duties may be assigned.