

Howard Gardner Community School



Certificated Job Description

CLASSROOM TEACHER (TK-8)

Job Summary: Under the supervision of the site administrator, provides and educational program for pupils in grades Transitional kindergarten, Kindergarten, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th or a combination thereof, and assists in other school programs as assigned. Creates a flexible elementary and/or middle grade program and a class environment favorable to learning and personal growth. Establishes effective rapport with pupils' to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for further participation in the total school program, in accordance with each pupil's ability and to meet the Common Core State Standards (CCSS). Establishes good relationships with parents and other staff members. Supervises instructional aides, student teachers, and parent volunteers when applicable.

ESSENTIAL JOB FUNCTIONS:

- Teach language arts, social studies, mathematics, science, art, health, physical education, music, and other appropriate learning activities to students in the classroom utilizing course of study adopted by the Board of Education and aligned to the CCSS.
- Instruct students in citizenship, basic communication skills, and other elements of the course of study specified in state law and administrative regulations and procedures of the District.
- Develop lesson plans, instructional materials and provide individualized and small group instruction in order to adapt the curriculum to the needs of each student.
- Translate lesson plans into learning experiences to best utilize the available time for instruction.
- Establish and maintain standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Evaluate students' academic and social growth, keep appropriate records, and prepare progress reports.
- Communicate with parents through a variety of means.
- Hold parent conferences when needed to discuss the individual students progress and interpret the school program.
- Identify student needs and cooperate with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
- Create and effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
- Maintain professional competence through participation in in-service education activities provided by the District, school and/or self-selected professional growth activities.

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- Perform basic attendance accounting and business services and required.
- Administer standardized tests and other District-selected tests in accordance with the District testing program.
- Attend meetings, parent conferences, and evening school programs that require student supervision.
- Select and requisition books, instructional aids, and instructional supplies, and maintain required inventory records.
- Ensure a comfortable room environment through control of heating, lighting, and ventilation to the extent possible.
- Supervise students in out-of-classroom activities during the assigned working day.
- Participate in curriculum development programs within the school of assignment and/or on a District level.
- Share in the sponsorship of student activities and participate in faculty committees.
- Plan and coordinate the work of Instructional Assistants, and other paraprofessionals.

ESSENTIAL JOB REQUIREMENTS-QUALIFICATIONS:

- Credential
- Multiple Subject Teaching or equivalent
- CLAD or BCLAD or equivalent
- “No Child Left Behind” complaint

EDUCATION:

- Bachelor’s Degree, including all courses needed to meet credential requirements.

PERSONAL QUALITIES:

- Appearance, grooming, and personality which establishes a desirable example for students
- Ability to meet District standards for physical and mental health.
- Better than average recommendations from student teaching supervisors, or other professionals who have observed the personal characteristics, scholastic attainment, and classroom performance of the teacher.