

JOB DESCRIPTION  
Gary Community School Corporation

Job Title: Teacher - Elementary  
Department:  
Reports To: Assigned Principal  
FLSA Status: Exempt  
Job Status: Full-time, Certified  
Funding Source: General or Federal Fund

**PURPOSE STATEMENT**

To help students learn subject matter and skills that will contribute to their development as mature, able and responsible men and women, and cause them to perform satisfactorily on educational measurement instruments adopted by the corporation.

**ESSENTIAL FUNCTIONS**

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Meets and instructs assigned classes in the locations and at the times designated.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned and shows written evidence of preparation upon request of immediate supervisor.
- Prepares adequate written instructions for substitute teachers.
- Maintains high standards of classroom behavior.
- Guides the learning process so as to achieve curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units, and projects to communicate these objectives to students.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups being taught.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of corporation specialists as required.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law, corporation policy, and administrative regulation.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.

- Maintains and improve competence through regular professional development activities.
- Makes self available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Attends staff meetings and serves on staff committees as required.
- Acquires and maintains a thorough understanding of student assessment instrument used by the corporation and uses results on a regular basis to diagnose learning progress and provide and execute education interventions, where required.
- Clarifies assessment results and trends for students, staff, and parents.
- Maintains regular attendance and punctuality.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective working environment.

### **SUPERVISORY RESPONSIBILITIES**

Assigned paraprofessional and students.

### **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.

Knowledge of:

- Planning a program of study that, as much as possible, meets the individual needs, interest, and abilities of the student.
- Implementing, by instruction and action, the corporation's philosophy of education, instructional goals, and objectives.

Skill in:

- Using a computer and related software applications.
- Using modern office equipment.

Ability to:

- Plan and supervise purposeful assignments for teachers' aide(s) and volunteer(s) and, cooperatively with department heads, evaluate their job performance.
- Regularly communicate student academic progress to students, parents, and staff so that timely corrective action can be taken if required.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree (minimum) in area in which applying to teach. GPA required: undergraduate – 2.5 overall, 3.0 in major area of study; graduate studies – 3.0 in major area

of study, 3.0 overall. Successful teaching experience desirable. No criminal convictions involving moral turpitude.

**CERTIFICATION**

Certificate, teaching licenses for area in which applying to teach, or other legal credential required.

**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.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Specific vision abilities required by this job include the ability to adjust focus.

**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.

**Required Testing**

- Drug Test
- Pre-placement Medical Exam

**Certificates & Licenses**

- See Above

**Continuing Educ./Training**

- See Above

**Clearances**

- Fingerprinting/Background Clearance

I HAVE REVIEWED AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND REQUIREMENTS OF MY JOB DESCRIPTION.

Employee Name (Printed) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_