

XYZ COMMUNITY SCHOOL DISTRICT
Position Description

Position Title: Elementary Reading Teacher
Department: East Elementary School
Reports To: Ima N. Administrator, Principal of East Elementary School
Approved By: Board of Education

SUMMARY: Provides instruction in the curricular area of reading to students in kindergarten through fifth grade.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Essential Duties must be performed on site. Other duties or tasks may be assigned.*

- Develops and implements programming associated with reading and literacy to be delivered in a classroom setting for K-5 students.
- Supports and implements the district curriculum, standards and benchmarks.
- Assists East Elementary School staff with strategies to support and meet students' needs and achievement of academic goals.
- Provides active communication and positive relationships with parents and community members.
- Assists in planning and delivery of social/emotional/behavioral school-wide programming.
- Assists and collaborates with the principal, school counselor, staff, parents and students on matters pertaining to reading and literacy.
- Maintains appropriate records and protect the confidentiality of data.
- Meets on a consistent basis the 8 Iowa Teaching Standards and 42 criteria.
- Reports to work as scheduled on a regular and reliable basis.
- Other duties as assigned.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree in Education required.
Experience in classroom teaching in pre-K – 5th grade preferred.

LANGUAGE SKILLS:

Ability to read, analyze, interpret, and implement ideas contained in technical documents, assessment data, professional journals and regulations. Ability to effectively write reports and communications to students, colleagues, parents and staff. Ability to effectively present information orally and respond to questions from administrators, teachers, staff and students. Ability to assist students in the areas of language and literacy.

MATHEMATICAL SKILLS:

Ability to perform basic mathematical functions such as addition, subtractions, multiplication, division, percentages, decimals and fractions. Ability to assist students in implementing these mathematical concepts.

REASONING ABILITY:

Ability to solve problems effectively. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Iowa Teaching Certification in K-6 or Pre-K – 6th with an endorsement in reading required.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research as it relates to the support of the Educational Goals of the District. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education 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 frequently required to stand; walk; use hands and fingers to handle and/or feel objects, tools or controls; and talk and hear. The employee frequently must squat, stoop or kneel, reach above the head and forward 0-24 inches and on occasion up to 36 inches. The employee continuously uses hand strength to grasp items. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 50 pounds 0-12 feet and occasionally up to 20 feet, such as curriculum materials, desks, chairs, and boxes. The employee will sometimes push/pull items such as tables and carts. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus while supervising students and working with computers, written materials, reports, assessment data, etc.

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 too enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The position requires the commitment of professional working hours that may require the employee to extend beyond a typical 8:00 a.m. to 4:00 p.m. work day. The employee will frequently work in different areas of the classroom including in desks, on or near the floor, standing, in movement while supervising indoor and outdoor activities, etc. The employee will usually work in indoor temperatures but will work outdoors on when supervising playground and transportation activities and while on field trips.

The information contained in this job description is in 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 holding this position and additional duties may be assigned.