



# TEACHER

## TEACHER (ELECTIVE - ELEMENTARY)

### JOB DESCRIPTION

**JOB TITLE:** Teacher - Elective (Elementary)  
**REPORTS TO:** Campus Principal  
**LOCATION:** Assigned Building

**FLSA STATUS:** Exempt  
**PAY GRADE:** TCH  
**DAYS:** 188  
**JOB ID & DATE:** TCH-02 | June, 2023

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### JOB PURPOSE SUMMARY

Provide students with appropriate learning activities and experiences in the elective academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society. All employees of the district are expected to act with integrity, support the organizational goals, utilize feedback to improve instructional performance, and commit to championing the needs of our students.

#### Wellness Specific

Using our district Social Emotional Learning curriculum, ReThink, the Wellness Teacher will support the social emotional learning and needs of students from kindergarten through fifth grade. They will also integrate specific skills as communicated by regular classroom teachers.

#### Physical Education Specific

Provide individualized physical education instruction or services to children

#### Music Education Specific

Provide individualized music education instruction or services to children

#### Art Education Specific

Instructs pupils in art, such as painting, sketching, designing, and sculpturing; Prepares lesson plans and establishes course goals. Provides individual and group instruction designed to meet individual needs and motivate students.

### REQUIREMENTS

#### Education Level Details

Bachelor's degree from an accredited college or university; or  
General qualifications of a teacher as prescribed by the State Department of Education

#### License / Certification Required

Must possess or qualify for a Colorado teaching certificate with an elementary education endorsement or content specific area

#### Work Experience Required

One year residency, student teaching, or classroom experience preferred

#### Other Skills and Abilities Required

Knowledge of core academic subject assigned  
Knowledgeable of state curriculum standards  
Bilingual Endorsement preferred  
Regular attendance is essential

## **EVALUATION**

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of professional personnel.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **INSTRUCTIONAL STRATEGIES**

- Develop and implement lesson plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for differences in individual students. Design instructional activities which enhance the objectives and which reflect an interdisciplinary/thematic approach to teaching.
- Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by the district, board policies, and administrative regulations.
- Conduct assessment of student learning styles and use results to plan instructional activities.
- Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
- Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
- Uses technology to strengthen the teaching/learning process
- Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion.

### **STUDENT GROWTH AND DEVELOPMENT**

- Showcase the academic performance of students.
- Conduct ongoing assessment of student achievement through formal and informal testing.
- Be a positive role model for students; support the mission of the school district.

### **CLASSROOM MANAGEMENT AND ORGANIZATION**

- Create classroom environments conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with the Student Code of Conduct / student handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

### **COMMUNICATIONS**

- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

### **PROFESSIONAL GROWTH AND DEVELOPMENT**

- Participate in staff development activities to improve job-related skills.
- Comply with the Colorado Department of Education, district, and school regulations and policies for classroom teachers.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Assist in selecting books, equipment, and other instructional materials.
- Compile, maintain, and file all reports, records, and other documents required.

### **POLICY, REPORTS, AND LAW**

- Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- Comply with all district and campus routines and regulations.
- Perform other duties as assigned by the building principal and the Superintendent of Schools.

### **BUDGET RESPONSIBILITY**

- Compile and maintain records of instructional materials and supplies.

### **JOB SPECIFIC RESPONSIBILITIES**

#### **WELLNESS**

- Directly teach social and emotional skills, emotion regulation strategies, and conflict resolution skills to individual students and small groups.
- Proactively identify ways to increase inclusion opportunities for students.
- Collaborate with teachers, administrators, and parents to understand student needs, identify appropriate interventions, and modify curriculum for students as needed.
- Gather and analyze data to monitor student progress towards goals.
- As needed, meet with parents, counselors, and agency representatives regarding SEL or behavioral issues.

## **MUSIC EDUCATION**

- Create a love for music in every child.
- Create a classroom atmosphere that is inviting, encouraging, welcoming and safe for every child.
- Create an environment so that every child could not possibly imagine not singing for years to come.
- Create performance independence in every child.
- Reinforce sight-reading skills.
- Work closely with campus administration, carefully select performances that are age appropriate and meet appropriate community standards. Literature selected for performance should be: Musically challenging at a developmentally appropriate level, Music lyrics should support Adams 14 and/or campus goals, Create music performances that encourage full campus involvement and parent participation.
- Create music performances that move smoothly and seamlessly with limited stoppages and little or no wasted time.

## **ART EDUCATION**

- Teach knowledge and skills in art, including drawing, painting, lettering, and art history,
- Provide instruction by which students develop aesthetic concepts and appreciations and the ability to make qualitative judgments about art
- Demonstrate techniques in activities such as drawing and painting
- Understand the versatility of acrylic paints: dry brushing, staining, layering, underpainting, monoprinting
- Understand a variety of “masters” techniques
- Knows and can apply elements of design and modern principles of art
- Knows the fundamentals and different approaches to drawing media technique
- Provide individual and small-group instruction to adapt the curriculum to the needs of students with varying intellectual and artistic abilities, and to accommodate a variety of instructional activities
- Instruct students in proper care and use of tools and equipment
- Organize storage areas and control use of materials, equipment and tools to prevent loss or abuse, and to minimize time required for distribution and collection
- Select and requisition books, instructional materials, tools, instructional aids, and maintain required inventory records
- Plan and present art displays and exhibitions designed to exhibit students’ work for the school and the community
- May sponsor exhibits from outside the school
- Participate in curriculum and other developmental programs, such as after school art club

## PHYSICAL EDUCATION

- Prepare/set up a gym prior to the first day of school.
- Set up equipment prior to class.
- Provide an atmosphere and environment conducive to the intellectual, physical, social, and emotional development of students.
- Prepare and implement lesson plans, providing for appropriate learning experiences for each student.
- Establish and enforce rules of conduct; supervise students in the gymnasium and cafeteria, or outside on the blacktop or athletic fields.
- Participate in school-wide behavioral programs, document student behavior and make necessary referrals.
- Demonstrate skills being taught; assist students in performing skills.
- Teach safety rules related to each activity.
- Assess fitness levels; perform fitness testing twice a year.
- Research, and order physical education and recess equipment.
- Plan, organize, and coordinate field day; develop activities; set up for activities.
- Monitor and evaluate student skill levels and outcomes.
- Maintain student records following established procedures and practices.

## PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl.. The employee must regularly lift and/or move up to 40 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in a usual office or school environment including classrooms, cafeterias, hallways, playgrounds, gyms, and other spaces accessible to students. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_