



## “Teacher/Grades 1-3”

**POSITION SUMMARY:** The position of Teacher – Grades 1-3 is for the purpose/s of improving student success in academics through implementing District approved curriculum; documenting teaching and student progress/activities/outcomes; developing lesson plans; modeling the necessary skills to perform assignments; providing a safe and optimal learning environment and providing feedback to students, parents and administration regarding student progress, expectations, goals, etc. The Teacher – Grades 1-3 plans, implements and monitors education programs for assigned students.

### MINIMUM QUALIFICATIONS

#### Education, Training, Experience, Licensure and Certification

- Bachelor’s Degree
- Appropriate teacher’s license
- Highly Qualified Status for assignment
- Criminal Justice fingerprint clearance
- Cardiopulmonary Resuscitation and First Aid Certificates
- Blood-borne pathogen training as appropriate

#### Special Knowledge/Skills:

- *Skills* in planning, developing, and implementing curriculum. Effective communication skills with students, parents and other school personnel.
- *Knowledge* of instructional theory and best practices, curriculum, district, state and federal education laws, regulations and policies

### MAJOR RESPONSIBILITIES AND DUTIES

*(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)*

- Teaches reading, language arts, social studies, mathematics, science, art, music, physical education, and health education utilizing course of study and skill sequences consistent with district and school goals and objectives
- Instructs students in citizenship, basic communication skills, literacy, numeracy, and other general elements of the course of study specified in state law and administrative regulations, district policy, and procedures of the school
- Develops lesson plans and instructional materials to provide individualized and small group instruction in order to adapt the curriculum to the needs of each student
- Leads students through the development of a work sample and evaluates that work sample
- Supervises and administers the Oregon Statewide Assessments, including preparation, logistics, and security consistent with district policies and practices
- Monitors individual students, classroom and/or playground activities for the purpose of providing a safe and positive learning environment

- Plans and coordinates the work of educational assistants or other paraprofessionals in the classroom
- Evaluates academic and social growth of students consistent with the requirements of the district program, keeping appropriate records and reports
- Evaluates the instructional program for students
- Develops and uses multimedia instructional materials suitable for various learning modalities of students with a wide range of mental, physical and emotional maturities
- Establishes and maintains standards of student behavior to achieve a functional learning environment and effective participation in all activities in and out of the classroom
- Utilizes and incorporates new materials and processes
- Participates in evaluation of materials, equipment and textbooks for suitability for the classroom. Creates an effective environment for learning through functional and attractive displays of students, bulletin boards and interest centers.
- Creates and maintains an active, responsive climate for learning, through positive teacher-student rapport and helps students to develop a positive self-image
- Communicates with parents through a variety of means
- Holds parent conferences to discuss individual student's progress and to interpret school programs
- Participates on a regular basis in in-service at both school and district level to maintain professional competence
- Participates in curriculum and other developmental programs relating to students within the school and/or on the district level

#### **PHYSICAL REQUIREMENTS:**

- Ability to:
  - ❖ Sit, stand or walk for prolonged periods of time
  - ❖ Talk and hear conversations
  - ❖ Use precise control of fingers and hand movement, often in a repetitive movement such as keyboarding
  - ❖ Reach for and handle objects
  - ❖ Use close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus
- Regular focus on a computer screen
- Bending, stooping, kneeling and lifting up to 15-45 pounds may also be required on occasion

#### **WORKPLACE EXPECTATIONS:**

- Maintaining regular and punctual attendance. In case of an absence site and/or district protocol for reporting absences is followed
- Maintaining appropriate confidentiality regarding information relating to students, staff, and district operations
- Dress in a professional and appropriate manner for the assignment and the work setting
- Exercising prudent judgment
- Work independently in the performance of routine duties
- Follow all District policies and work procedures
- Utilize the District's electronic systems and applications related to the position
- Participate in required meetings and trainings related to the position

- If employee is bilingual, interpretation, translating documents, and/or communicating orally in the second language may be required
- Cultivate and model a respectful working and learning environment

***Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.***

*I hereby confirm my receipt and understanding of this job description and attest to my ability to perform the functions of the position as assigned. If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the district HR Department regarding the requested accommodation(s).*

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**Employee Name (Print)**

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**Employee Signature**

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**Date**