



St. Helens School District
St. Helens, OR
Job Description

Job Title: Elementary Classroom Teacher
Reports To: Principal / Building Administrator

JOB SUMMARY

The elementary teacher is expected to create a flexible elementary instructional program and a class environment favorable to learning and personal growth; to establish effective rapport with students; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for elementary grade education, in accordance with each student's ability; to establish good relationships with parents and with other staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

The competent teacher will:

1. Provide a variety of classroom techniques and methods.
2. Promote high levels of achievement in relation to individual student abilities.
3. Use techniques and methodologies appropriate to student abilities.
4. Utilize current and relevant subject matter.
5. Demonstrate knowledge of and ability to use research-based principles of effective instruction.
6. Organize instruction using learning objectives with clearly defined outcomes.
7. Employ teaching strategies congruent with clearly defined student outcomes.
8. Select teaching strategies emphasizing student involvement.
9. Monitor student learning and pace instruction accordingly.
10. Develop and maintain an environment conducive to effective student learning.
11. Develop written rules of classroom behavior and communicate those rules to all students.
12. Enforce written rules for classroom behavior.
13. Communicate course goals and academic expectations to students.
14. Provide for the health and safety of students in all instructional settings.
15. Prepare effectively for class.
16. Prepare daily lesson plans.
17. Provide instruction predicated on course goals and objectives.
18. Develop and communicate appropriate grading standards to students.
19. Establish written grading standards that are clear and available to a variety of graded activities.
20. Assure that grading standards are explained and available to parents.
21. Develop and maintain positive interpersonal relationships.
22. Model personal behaviors of honesty, fairness, courtesy and consideration.
23. Maintain a cooperative relationship with administration, staff, students and parents.
24. Share appropriate information with parents and with other staff members.

25. Provide documentation of a student's progress.
26. Provide timely and accurate feedback/documentation to students, parents, and appropriate staff members.
27. Assign and check homework and provide feedback to students.
28. Maintain appropriate records of student performance.
29. Build motivation and interest in learning.
30. Exhibit personal interest and encourage student interest in the subject area.
31. Maintain a current awareness of literature/activities in the subject area.
32. Maintain an ongoing personal program of professional growth and development.
33. Develop and implement annually an approved plan for professional growth and development.
34. Identify and request to attend professional workshops activities intended to increase the teacher's instructional effectiveness.
35. Participate in District sponsored service offerings appropriate to assignment.
36. Other duties as assigned by supervisor or administration.

SUPERVISORY RESPONSIBILITIES

1. Students
2. Those assigned by the administrator.

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.

A minimum of a Bachelor's degree from an accredited institution.

1. Hold an appropriate licensure through Teacher Standards and Practices Commission in the state of Oregon.
2. Demonstrates a proficient command of oral and written English language.
3. Effectively presents information to students, parents, peers and administration.

SALARY

As negotiated in the SHEA agreement.

EVALUATION

In accordance with negotiated SHEA agreement and district policy.

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.

In an 8-hour workday, this job requires:	
R - Rarely (Less than .5 hr per day)	O - Occasionally (.5-2.5 hrs per day)
F - Frequently (2.5-5.5 hrs per day)	C - Continually (5.5-8 hrs per day)

NA - Not Applicable				
Physical Requirements	NA	R	O	F
Sitting				X
Stationary Standing				X
Walking (level surface)				X
Walking (uneven surface)			X	
Crawling		X		
Crouching (bend at knees)				X
Stooping (bend at waist)				X
Twisting (knees/waist/neck)				X
Turn/pivot				X
Climbing (stairs)		X		
Climbing (ladder)		X		
Reaching Overhead				X
Reaching extension				X
Repetitive use arms				X
Repetitive use hands grasping				X
Repetitive use hands squeezing				X
Fine manipulation				X
Using foot control				X
*Pushing/Pulling (Maximum Weight:				X

40 lbs)				
*Lifting/Carrying (Maximum Weight: 40 lbs)			X	

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.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: St. Helens SD	Prepared Date: 2023
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I have read and understand this job description.

Signature: _____

Date: _____