

MURPHY ELEMENTARY SCHOOL DISTRICT NO. 21
POSITION DESCRIPTION

TITLE: SEI TEACHER K-8
QUALIFICATIONS: Requires an Elementary or secondary certificate with a Language Arts or English approved area in addition to: A structured English Immersion or English as a Second Language endorsement or Spanish Bilingual approved area.

SUPERVISED BY: Unit Principal(s)/ Assistant Principal

SUPERVISES: Every student assigned to him/her and instructional aide(s) if assigned.

PERFORMANCE RESPONSIBILITIES:

1. Plan, prepare and deliver Targeted ELD instructional activities that facilitate active learning experiences
2. Develop schemes of work and lesson plans
3. Establish and communicate clear objectives for all learning activities
4. Prepare classroom for class activities
5. Provide a variety of learning materials and resources for use in educational activities
6. Identify and select different instructional resources and methods to meet students varying needs
7. Instruct and monitor students in the use of learning materials and equipment
8. Use relevant technology to support instruction
9. Observe and evaluate students' performance and development
10. Assign and grade class work, homework, tests and assignments
11. Provide appropriate feedback on work
13. Encourage and monitor the progress of individual students
14. Maintain accurate and complete records of students' progress and development
15. Update all necessary records accurately and completely as required by laws, district policies and school regulations
16. Prepare required reports on students and activities
17. Manage student behavior in the classroom by establishing and enforcing rules and procedures
18. Maintain discipline in accordance with the rules and disciplinary systems of the school
Perform certain duties but not limited to student support, counseling students with academic problems and providing student encouragement
19. Participate in department and school meetings, parent meetings
20. Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs
21. Keep up to date with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities
22. Other duties as assigned

NOTE: The statements herein are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

TERMS OF EMPLOYMENT: Salary and work year according to current teacher salary schedule.

EVALUATION: Performance on this job will be evaluated in accordance with provisions of Governing Board policy on evaluation of Certified Personnel.