

OLEAN CITY SCHOOL DISTRICT
410 West Sullivan Street • Olean, New York 14760
<http://www.oleanschools.org>
(716) 375-8032 (HR Office)
(716) 375-8916 (HR Fax)



JOB DESCRIPTION

Elementary Teacher

QUALIFICATIONS:

1. New York State Childhood Education certification (Grade 1 – Grade 6)
2. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

RESPONSIBLE TO: Building Principal

JOB GOAL: To be committed to helping students transition between childhood and adolescents with a primary emphasis on learning experiences which address the NYS Learning Standards and applicable curriculum.

GENERAL RESPONSIBILITIES:

1. To employ a variety of instructional methodologies, strategies and resources aligned to District and NYS Learning Standards, goals, and objectives, to provide appropriately differentiated instruction to meet the varied needs of each student.
2. To develop and employ effective classroom and individual management strategies to maintain a child-centered classroom environment conducive to effective learning and safety.
3. To collaborate with other members of the staff in planning and implementing Congruent instructional goals, objectives, methods and learning activities.
4. To collaborate with special education staff, seeking to include and integrate students with disabilities into the general education classroom/program to the greatest degree appropriate.
5. To establish and maintain open lines of communication with students and their parents concerning both academic and behavioral progress.
6. To maintain accurate, complete, and correct records as required by law, District policy and administrative regulation.
7. To assist in upholding and enforcing the District School Code of Conduct, administrative regulations and Board policy.



8. To support a positive school climate and school-wide activities, including sharing responsibility for extra-curricular activities as assigned or requested.
9. To provide for one's own professional growth and classroom implementation of educational best practices through professional reading, attending workshops and conferences, participating in District professional development activities and/or advanced course work at institutions of higher learning.
10. To establish and maintain cooperative, positive relationships with those contacted in the course of work.
11. To maintain confidentiality.
12. To perform additional duties as assigned by supervisor.
13. To prepare for classes assigned and show written evidence of preparation upon request of supervisor.

TERMS OF EMPLOYMENT: 10-month position; salary and work year to be established by the Board

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: _____

Date: _____

Reviewed and agreed to by: _____

Date: _____

