Wilton-Lyndeborough Cooperative School District
School Administrative Unit # 63

Job Description

Position: Elementary Teacher

Reports To:
Building Principal

Qualifications:
New Hampshire credential/certification in appropriate grade span area

Physical Demands:
The usual methods of performing the job of an elementary teacher may require the following physical demands:
- Minimal amount(s) of lifting, carrying, pushing, and/or pulling
- Moderate amount(s) of: fine finger dexterity, repetitive motion(s), walking, bending/squatting
- Significant amount(s) of mental attention/focus, speaking, listening

Background Check:
The candidate will need to successfully pass a background investigation including fingerprint and criminal history evaluation.

General Duties & Responsibilities: The elementary teacher's primary purpose is to provide classroom instruction for all students in specific content areas. Elementary teachers will plan for instruction, develop curriculum, provide differentiated instruction to meet the diverse needs of all students and provide a nurturing environment for students to develop social and emotional skills.

Skills, Knowledge, and Abilities:

- Excellent oral and written communication
- Proficient with technology, including relevant software applications
- Preparing and maintaining accurate records Knowledge
- Instructional procedures and practices
- Stages of child development/behavior
- Curriculum and lesson planning and development
- Appropriate student learning activities Abilities
- Communicating with diverse groups and individuals, including students and parents

This job description is not intended to be all-inclusive and employees may perform other tasks and assume other responsibilities as assigned by the supervisor.

- Understanding and applying formative and summative assessment information
- Collaborating and working as part of a team

Essential Functions:

- Preparing daily lessons and lesson plans, in alignment with the established curriculum
- Providing instruction in areas of certification
- Providing a safe classroom environment that is conducive to student learning
- Contributing to the development of the District curriculum in areas of certification
- Assessing students (formative and summative)
- Utilizing formative and summative data to inform instructional and curricular decisions
- Managing classroom behavior
- Monitoring and communicating student progress with students and families
- Communicating student progress and/or concerns with the administration
- Staying current with content related to areas of certification
- Enforcing and following all District policies and procedures
- Enforcing and following all applicable state and/or federal laws Elementary Teacher (PK - 6)
- Collaborating with other staff and faculty to meet student needs
- Providing adequate and appropriate supervision of students
- Maintaining confidentiality of student information per the Federal Educational Rights and Privacy Act (FERPA)
- Engaging in professional development opportunities that support areas of certification
- Engaging in the support and implementation of District initiatives
- Establishing and maintaining records of student assessments
- Other duties as assigned by the building Principal or designee

Evaluation: Performance of duty responsibilities will be reviewed annually.

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