

New Albany-Floyd County Consolidated School District

Teacher, Elementary Generalist (402)

JOB POSTING

Job Details

Posting ID

402

Title

Teacher, Elementary Generalist

Description

TITLE: Elementary Teacher
CLASSIFICATION: Certified Position
REPORTS TO: Building Principal

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.

- **Education and/or Experience:** Valid Indiana teaching license for the teaching assignment.
- **Other Skills and Abilities:** Must have a working knowledge of computers and their capabilities.

RESPONSIBILITIES:

- Maintains and continues education of content, curriculum, methods, materials and equipment appropriate for student instruction.
- Plans and implements lessons plans based on school objectives and the needs/abilities of students.
- Ensures that instructional environment is inviting, clean, safe and conducive to learning.
- Coordinates instructional activities with other professional staff, both school and non-school based, to maximize learning opportunities.
- Assesses student achievement and maintains appropriate documentation for institutional and Individual reporting purposes.
- Establishes and maintains effective working relationships with students, peers and parents.
- Participates in staff and curriculum development activities and meetings as required.
- Administers, scores and records local achievement and diagnostic tests as the teacher recommends for individual study.
- Works with individual students or small groups to reinforce learning of materials and/or skills.
- Assists students with instructional materials assigned by the teacher to promote on-going skill development.
- Assists students with independent study, enrichment and remedial work as assigned by the teacher.
- Assists with large group activities such as drill work, reading aloud, etc.
- Reads to students; listens to students read and participates in other forms of oral communication with students.
- Checks notebooks, corrects papers, supervises testing and make-up work as assigned by the teacher.
- Performs other related duties as assigned by Principal and/or other designee.
- Demonstrates knowledge of subject matter and current educational practices; utilizes varied instructional strategies and activities.
- Establishes, communicates and encourages high standards of student performance.
- Monitors, assesses, and provides appropriate feedback of student performance and progress.
- Keeps attendance reports.

- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Performs non-instructional duties affecting the school program.
- Implements school policy and pertinent law.
- Participates in professional development activities; Participates in faculty and professional meetings, educational conferences, and teacher training workshops.
- Prepares teaching outline for course of student, assigns lessons, and corrects homework papers.
- Administers tests to evaluate student's progress, records results, and issues reports to inform parents of progress.
- Maintains discipline in the classroom, school building and school grounds.
- Performs related duties, such as sponsoring one or more special activities or student organizations, assisting students in selecting course of study, and counsels them in adjustment and academic problems.
- Performs other related duties as assigned by the Principal and/or other designee.

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	
<i>Salary Code</i>	Per Year	<i>Job Category</i>	Certified
<i>External Job Application</i>	Certified	<i>Internal Job Application</i>	Internal
<i>Location</i>	Floyds Knobs Elementary	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>			

Job Application Timeframes

<i>Internal Start Date</i>	06/26/2021	<i>General Start Date</i>	06/26/2021
<i>Internal End Date</i>		<i>General End Date</i>	

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Certified Survey
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