

# AGUILA ELEMENTARY SCHOOL DISTRICT

## JOB TITLE: TEACHER

<b>Position Type: Exempt</b>	<b>Supervises: Classroom, Students, and Volunteers</b>
<b>Salary Schedule: Certified Salary Schedule</b>	<b>Reports to: School Principal</b>
<b>Term of Employment: Certified Calendar</b>	<b>Approved by: Human Resources</b>
<b>FTE: 1.0</b>	<b>Date: 07/28/2022</b>

### POSITION SUMMARY:

To create a flexible elementary program and a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for elementary education, in accordance with each pupil's ability; to establish good relationships with parents and other staff members.

*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.*

### ESSENTIAL FUNCTIONS:

- Teaches district approved curriculum using District curriculum and other District approved resources;
- Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district;
- Develops lesson plans and instructional material and provides individualized and small group instruction to adapt the curriculum to the needs of each pupil;
- Translates lesson plans into developmentally appropriate learning experiences;
- Communicates regularly with parents outside normal classroom day by means of newsletters, notes, phone calls, conferences, etc.
- Establishes and maintains standards of student behavior to achieve an effective learning atmosphere;
- Evaluates students' academic and social growth, keeps appropriate records and prepares progress reports;
- Identifies student needs and makes appropriate referrals and develops strategies for individual education plans;
- Remains available to students and parents for education-related purposes outside the instructional day;
- Plans and coordinates the work of teacher aides, parents and volunteers in the classroom and on field trips;
- Provides individualized and small group instruction to adapt the curriculum to the needs of the student;
- Creates an environment for learning through functional and attractive displays, interest centers and exhibits of student work;
- Complies with all rules, regulations and policies of the Governing Board.
- Other job related duties as assigned.

### CERTIFICATES, LICENSES AND REGISTRATION:

- Valid and Proper Arizona Certification

## JOB TITLE: TEACHER – Elementary School

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- To perform the job successfully, and individual must be able to perform each essential duty satisfactorily. The qualifications for this job description 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.
- **Computer Skills** – Demonstrated competency in computer applications such as Word, Excel, Outlook, and typing.
- **Communication Skills** – Ability to read and interpret general documents such as employee handbooks and safety/training manuals. Ability to write general correspondence and speak effectively with others.
- **Math Ability** – Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- **Reasoning Ability** – Ability to interpret assortment of instructions furnished in variable forms. Ability to apply reason to research and solve moderately complex issues with little or no assistance.
- **Such alternatives to the above qualifications as the Board may find appropriate and acceptable.**
  
- **Physical Demands:** While performing the duties of this job, employee is frequently required to sit, talk, and hear. The employee occasionally will stand and walk. The employee is occasionally required to reach with hands and arms. Employee will frequently interact with the public and other staff members. Specific vision abilities required by this job include close vision.

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

*The Aguila Elementary School District is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990. Aguila Elementary School District does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.*

### COMMENTS:

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.  
This is a temporary management guide tool, subject to change.*

Reviewed / agreed to by \_\_\_\_\_

Date \_\_\_\_\_