



# Mobile County PUBLIC SCHOOLS

## Job Description Title – ELEMENTARY TEACHER

**SUPERVISED BY/REPORTS TO:** Principal or his/her designee

**FLSA Designation:** Non-exempt

### QUALIFICATIONS:

- Bachelor's Degree or higher from an accredited college or university with a minimum GPA of 2.0. Teacher Education Programs may require higher a GPA. College majors preferred for those not certified: Psychology, Sociology, Elementary Education without certification, or General Studies. Must meet requirements for an Alternative Education Certificate in Alabama, **OR**
- Valid Alabama teaching certificate in Elementary Education K-6; Early Childhood PK3-3<sup>rd</sup> grade. or both.
- The edTPA is required for those gaining regular Teacher Certification
- Ability to be punctual and maintain regular attendance.

### LANGUAGE SKILLS:

- Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as the Alabama Course of Study, safety rules, Individual Education Plans (IEPs), operating and maintenance instructions, procedure manuals, governmental regulations, professional journals, and any other instructional documents deemed necessary to carry out the requirements of the job. Ability to write routine reports and correspondence that conform to prescribed style and format.

### INTERPERSONAL SKILLS:

- Ability to work well with others from diverse backgrounds and cultures. Ability to solve conflict, maintain confidentiality, listen to others without interrupting, keep emotions under control, remain open to others' ideas, and contribute to a collaborative work environment through team work. Ability to effectively present information and respond effectively to questions in one-on-one situations and promotes positive interactions with other faculty members. Teachers should ensure that all their social media accounts, whether for personal or educational purposes are professional and appropriate.

### REASONING ABILITY:

- Ability to identify and define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions.

### COMPUTER SKILLS:

- Ability to proficiently use email, internet software, and word processing software. Must learn other software adopted by the district.

### PHYSICAL REQUIREMENTS:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

While performing the duties of this job:

- The employee is regularly required to speak and listen. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, or squat.

- The employee may regularly lift and/or move up to 25 pounds and occasionally lifts up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.
- Certain positions in the school district may impose additional physical demands.

**PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:**

1. Demonstrates support for the school system and its vision, goals, and priorities.
2. Facilitates and monitors the integration of technology in the classroom, including but not limited to appropriate and responsible use of technology by students.
3. Maintains appropriate student supervision so that students have a safe and orderly environment to learn. Establishes and maintains acceptable standards of pupil behavior and clearly communicates parameters for student classroom behavior and manages disruptive behavior while maintaining high expectations.
4. Monitors students in a variety of educational environments (e.g. classroom, school grounds, hallways, lunchroom, restrooms, field trips, etc.).
5. Selects, develops, modifies and/or adapts material and resources which support learning objectives and address students' varying learning styles, backgrounds, and special needs. Employs instructional methods and material that are most appropriate for meeting stated objectives. Evaluates students' academic and social growth.
6. Creates a learning climate that is challenging yet non-threatening. Identifies and determines appropriate course of action necessary for the resolution of students' academic issues and concerns. Creates a positive atmosphere and arranges the physical environment of the classroom for optimum learning. Recognizes student diversity and creates an atmosphere conducive to the promotion of positive student involvement and self-concept.
7. Identifies pupil needs and makes appropriate referrals and assists in developing strategies for individual education plans daily as needed. Understands and participates in the development, use, implementation of individualized education plans (IEPs) and individualized transition plans/504 plans, including necessary modifications.
8. Works cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in students' IEPs. Assists special education students in regular classes with assignments.
9. Participates in administration of state and/or standardized testing as assigned; establishes appropriate testing environment and ensures test security.
10. Actively supervises students during assigned duty before, during, and/or after school
11. Supervises and/or assists with extracurricular and co-curricular activities as assigned.
12. Engages in personal professional growth, adheres to professional standards, and demonstrates professional ethics, sound judgement, and leadership.
13. Maintains appropriate confidentiality regarding student/school/workplace matters.
14. Maintains accurate, complete, correct reports, and submits reports, records, and correspondence in a timely and accurate manner.
15. Develops lesson plans, instructional materials and provides individualized and small group instruction to adapt the curriculum to the needs of each student. Organizes and uses a variety of techniques, strategies, materials, and technology to maximize the learning of each child, individually and in group settings.
16. Adheres to the Code of Ethics of the Education Profession in Alabama and school system rules, administrative procedures, local Board policies, and state, federal, and local regulations.
17. Attends staff, professional, and in-service meetings. Participates in conferences and other trainings to enhance job performance.
18. Reports absences and takes leave in accordance with Board policies and procedures; prepares for substitutes according to Board policies and school procedures.
19. Communicates respectfully and effectively with parents through newsletters, emails, telephone calls, conferences, and any other means to discuss pupils progress and to interpret the school's program outside of the school day as needed. Maintains open lines of communication

with students, parents, and staff. Provides students and parents with specific feedback and uses the data or test results to differentiate instruction.

20. Maintains positive communication with supervisors, colleagues, community members, parents, and students to promote an increase in community engagement in education. Accepts a share of responsibility for co-curricular or other activities as assigned by local school or district supervisors.
21. Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
22. Interprets and uses data (including but not limited to standardized and other test results) for diagnosis, instructional planning, and program evaluation. Administers designated educational tests to students, scores (if required) and analyzes such tests and reports scores to supervisors. Works with Special Education Teacher to ensure any accommodations on statewide or district assessments are implemented according to the student's IEP.
23. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
24. Organizes daily class time so that instruction can be accomplished within the allotted time; develops weekly lesson plans (following scope and sequence) and instructional materials; translates lesson plans into learning experiences so as to best utilize the available time for instruction; provides appropriate, detailed instructions/plans for substitute teacher in event of absence. Lesson plans must be made available to local school administration and district staff when asked.
25. Reports matters of a sensitive nature to the appropriate authorities, e.g. Counselor, local school administrator. Sensitive matters (e.g., abuse, harassment, honor code violations, etc.) should be kept confidentiality outside of reporting to the appropriate authorities.
26. Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the school.

#### **OTHER DUTIES:**

Participates in various student and parent activities which occur in school including but not limited to PTA or PTO, student clubs and after school activities.

Actively participates in professional associations as appropriate.

#### **WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- ✓ Works in a classroom setting. The noise level is usually low to moderate but occasionally high depending on classroom activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens.

#### **EVALUATION**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Evaluation will be conducted by the building principal or his/her designee.

#### **TERMS OF EMPLOYMENT**

9-months (187 days) 7 hours per day usually Monday through Friday. Daily work schedule will be determined by the principal or his/her designee. Work assignments and schedules are subject to change.

#### **SALARY**

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.