



Job Description

Job Title: Elementary Teacher
Reports to: Principal
Department: Academic

Position Type: Full-Time
Work Hours: 7:45 – 4:00 (M, T, Th)
7:45 – 4:30 (W), 7:45 – 3:30 (F)

Job Overview:

The Elementary Teacher is responsible for instructing students in an elementary school from grades K-5. Creates lesson plans, administers praise and constructive criticism, instructs students on subjects such as science, literature, and math, and creates a well-rounded, comprehensive instructional program.

Responsibilities and Duties:

- Create instructional resources for use in the classroom
- Plan, prepare and deliver instructional activities
- Create positive educational climate for students to learn in
- Meet course and school-wide student performance goals
- Participate in ongoing training sessions
- Create lesson plans and modify accordingly throughout the year
- Maintain grade books
- Grade papers and perform other administrative duties as needed
- Create projects designed to enhance lectures
- Read and stay abreast of current topics in education
- Create lesson plans
- Utilize various curriculum resources
- Integrate competencies, goals, and objectives into lesson plans
- Utilize curricula that reflect the diverse educational, cultural, and linguistic backgrounds of the students
- Tutor students on an individual basis
- Establish and communicate clear objectives for all learning activities
- Prepare and distribute required reports
- Observe and evaluate student's performance
- Manage student behavior in the classroom by invoking approved disciplinary procedures

Qualifications:

- Bachelor's degree of related subject from accredited university
- Texas teaching certificate
- Experience is preferred