



Job Description

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

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

Job Summary:

The Elementary Teacher is responsible for instructing students in an elementary school from grades K-5. The Elementary Teacher 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.

Duties and Responsibilities:

- Create instructional resources for use in the classroom.
- Plan, prepare and deliver instructional activities.
- Create positive educational climate for students to learn.
- 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.
- Communicate with parents consistently.
- Collaborate with colleagues.

Required Skills and Abilities

- Excellent communication skills including both written and verbal.
- Excellent classroom management skills.
- Excellent interpersonal skills.
- Excellent computer/technology skills.
- Demonstrated ability to effectively teach a diverse student population.

Education and Experience:

- Bachelor's degree of related subject from accredited university
- Texas teaching certificate
- Three to five years teaching experience, preferred.

Physical Requirements:

- Prolong periods of sitting at a desk and working on a computer.
- Periods of standing and bending.
- Periods of working in the environment during recess, arrival and drop-off times.