

CERTIFICATED TEACHER

QUALIFICATIONS

A. REQUIRED

- Bachelor's degree in Education
- Valid Arizona teaching certificate
- Must meet North Central requirements in respective subject such as: Language Arts, Math, Science, Social Studies, Foreign Language
- Any equivalent combination of training, education or experience that meets the minimum qualifications and state certification requirements

SUMMARY

Develops and implements a curriculum program consistent with district educational goals and objectives.

Reports to: Appropriate Administrator

ESSENTIAL FUNCTIONS

- Observes and monitors students' behavior in the classroom, playground, field-trips, lunchroom, library, school buses and other areas
- Establishes, maintains and promotes a classroom atmosphere which ensures the emotional and physical safety and well-being of students and emphasizes mutual respect, self-worth, self-discipline, cooperation, consideration and responsibility
- Assesses student needs and develops, implements and evaluates daily lesson plans for students, to include scheduled activities and materials. Modifies instruction of program to meet the needs of each child
- Plans, organizes and displays classroom materials, space and time appropriate to curricular activities
- Utilizes and implements classroom management techniques to maintain organization, orderliness, student safety, and a productive learning environment. Utilizes positive reinforcement to maximize desired behavior and educational outcomes
- Plans instruction to achieve specific objectives based upon student need and established curriculum. Implements instructional techniques to encourage and motivate students
- Evaluates written materials to include written assignments and tests. Analyzes and evaluates student progress and course curriculum
- Evaluates student performance regarding achievements in curriculum and activities and makes necessary provisions to meet learning needs. Ensures parents and students are informed of methods of evaluation utilized in the classroom
- Informs parents of student progress. Advises parents of instructional methods that may assist students. Informs parents of school activities
- Participates as a member of an instructional team to promote learning activities for students that is consistent with district and school education objectives
- Notifies site administrator of the special needs of students who display characteristics which vary from the norm. Collaborates with specialists to assist students



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- May monitor the activities of a teacher assistant and classroom volunteers
- Orders classroom supplies and instructional materials
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district-wide educational advancement in 21st Century Skills.
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to instruct, present, convey, discuss and exchange information
- Ability to detect, distinguish, identify, recognize, inspect and discern
- Ability to move about the classroom and the campus
- Ability to develop, implement and evaluate plans
- Ability to manage classroom organization, time, space and behavior
- Ability to perform functions from written and oral instructions and from observing/listening to others
- Ability to sit for extended periods of time
- Ability to lift, reach, stoop, bend, twist and to hold and grasp objects
- Ability to use a blackboard, easel, bulletin boards, and chalk and markers to print
- Ability to use office and instructional equipment such as telephones, computers and other forms of technology
- Ability to withstand adverse weather conditions if required to perform duties outdoors
- Ability to communicate effectively with the public, employees, children and parents
- Ability to exercise judgment in accordance with established procedures
- Ability to work in small, cramped or confined spaces
- Ability to work alone and as part of a team
- Ability to perform tasks requiring manual dexterity, such as setting up and operating equipment