

Job Description  
**La Porte Community School Corporation**

**JOB TITLE: Elementary School Teacher**

**IMMEDIATE SUPERVISOR:** Building principal

**SUMMARY:** Teaches elementary school pupils academic, social, and manipulative skills in public educational system by performing the following duties.

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

Prepares teaching outline (lesson plans) for course of study.

Teaches subject matter, skills, and values which contribute to the students' development as mature, responsible, and independent adults.

Lectures, demonstrates, and uses audiovisual teaching aids to present subject matter to class.

Integrates and utilizes technology as an instructional tool.

Strives to implement the corporation Mission Statement through instructional strategies that reflect recommendations from department heads, supervisors, and principals.

Prepares, administers, and corrects tests, and records results.

Administers state and local testing programs as directed.

Addresses individual-as well as group- academic and social needs.

Assigns lessons, corrects papers, and hears oral presentations.

Integrates and utilizes identified Essential Skills in lesson planning, presentation, and assessment.

Demonstrates knowledge of State Standards and Indicators through their integration and use as instructional/learning bench marks.

Integrates and utilizes adopted corporation curriculum materials appropriate to grade level lesson planning, presentation, and assessment.

Attends meetings, including case conferences and annual case reviews, and participates in school functions when related to the instructional program.

Maintains order in the classroom and on the playground.

Counsels pupils when adjustment and academic problems arise.

Discusses pupil's academic and behavioral problems with parents and suggests remedial/corrective action.

Keeps attendance and grade records as required by administration and school board.

Faithfully carries out all policies, administrative guidelines, and provisions of the teachers' handbook(s) and current Working Agreement at the school and corporation level.

Serves as sponsor or director for extra-curricular activities and performs duties as directed.

Participates in professional development opportunities.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function 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.

**EDUCATION and/or EXPERIENCE:** Bachelor of Science in Education; valid Indiana Teaching Certificate in area of assignment.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of children, parents or employees of the school organization.

**MATHEMATICAL SKILL:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those required to fulfill the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel

objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: Braille writer, pen, pencil, pointer, public address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps publications, reference books, textbooks, computers, audiovisual equipment.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**TERMS OF EMPLOYMENT:** Ten-month (189-day) year. Salary and work schedule to be determined by current salary schedule and position-appropriate work calendar.