

# CITY OF AUGUSTA

## Department of Public Schools

### JOB DESCRIPTION

**TITLE:** Elementary Teacher

**REPORTS TO:** Principal

**JOB GOAL:** To provide instructions to students enrolled at the elementary level academic, social, and other formative skills.

**QUALIFICATIONS:**

1. Bachelor's Degree, Master's degree preferred
2. General Elementary (K-8, K-3) Certification (020 or 029) Maine Department of Education
3. Teaching experience preferred

**PERFORMANCE RESPONSIBILITIES:**

1. Establish and enforce rules for behavior and procedures for maintaining order among the students.
2. Observe and evaluate students' performance, behavior, social development, and physical health.
3. Prepare materials and classrooms for class activities.
4. Adapt teaching methods and instructional materials to meet students' varying needs and interests.
5. Observe, evaluate and grade students' class work, assignments, and papers, compile, administer, and grade examinations.
6. Initiate, facilitate, and moderate classroom discussions.
7. Keep current with developments in the field by reading current literature, participating in professional organizations, coursework and conferences.
8. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
9. Instruct students individually and in groups, using various teaching methods such as collaborating with other students.
10. Establish clear objectives for all lessons, units, and projects based on the Common Core Standards, best practices, and communicate those objectives to the students.
11. Confer with parents or guardians, teachers, counselors, specialists, and administrators in order to assist/aid/improve students' behavioral and academic difficulties.
12. Meet with parents and guardians to discuss their children's progress and to determine their priorities for their children.
13. Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.

14. Use technology and other equipment and materials to supplement presentations.
15. Prepare for assigned classes and show written evidence of preparation upon request of supervisors.
16. Attend staff meetings, professional meetings, educational conferences, and teacher training workshops and serve on committees in order to maintain and improve professional competence.
17. Perform administrative duties such as assisting with recess monitoring, bus loading and unloading.
18. Collaborate with colleagues to address teaching and research issues.
19. Adhere to Individual Education Plans, 504 Accommodation Plans and differentiated instruction.
20. Perform all other related duties as assigned by the Principal.

**TERMS OF EMPLOYMENT:**

Per negotiated Augusta Education Association agreement

Evaluation: Performance for this position will be evaluated annually by the Principal based on the role description and on goals established on a yearly basis.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.***

- **External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.**

Approved by: \_\_\_\_\_  
Superintendent of Schools

Date: 12/3/13