

FAIRVIEW SCHOOL DISTRICT – POSITION DESCRIPTION
TWO (2) PERMANENT POSITIONS
2010/11 SCHOOL YEAR
(Pending Board Approval)

TITLE: Elementary Teacher - Grade 1
Elementary Teacher - Kindergarten

QUALIFICATIONS:

1. PA Certification in ECE or El. Ed with ECE experience
2. Minimum of a Bachelor's Degree (Dual Certifications Preferred)
3. Working knowledge of computer applications related to student outcomes
4. Working knowledge of Guided Reading and literacy centers
5. Working knowledge of reading assessments (DRA, DIBELS)

REPORTS TO: Fairview Elementary School Principal

SALARY: Per the F.E.A. Contract

POSITION RESPONSIBILITIES:

1. Be knowledgeable of subject matter and keep updated on current instructional strategies and approaches to subject/grade area taught.
2. Administer the DRA and DIBELS assessments and various other District adopted assessments.
 - a. Use the results from these assessments as a tool for planning instruction.
3. Conduct Guided Reading groups and literacy centers on a daily basis.
4. Facilitate a writer's workshop framework.
5. Demonstrate a variety of teaching methods and techniques, which motivate students to perform at their optimum ability.
6. Utilize strategies and activities, which encourage the development of critical and analytical thought processes by students.
7. Teach subject matter as outlined by the Board approved curriculum.
8. Cooperate with staff and administration to promote and maintain a sound learning environment.
9. Be a professional role model for students and staff.
10. Participate in professional organizations and professional growth activities, such as appropriate seminars, courses, workshops, and staff development activities.
11. Communicate with parents and appropriate professional staff to discuss student needs and progress.
12. Cooperate with Department Chair, Team Leader, and other staff members to promote curriculum and professional growth of the department.
13. Develop lessons that integrate multiple content areas.
14. Provide thorough and punctual reports, data, forms, etc., as requested by administration.
15. Adhere to all policies and procedures as delineated in the District's Board manual, staff handbook, and administrative requests.
16. Demonstrate appropriate use of positive classroom management techniques.
17. Work to actively incorporate special education students within the regular education classroom to the greatest extent possible.
18. Communicate with, and include parents on a consistent basis through multiple modes, to increase the home-school connection.
19. Develop lessons which meet the multiple ability levels of students in your care.
20. Create and manage a meaningful, positive behavior system which promotes success for all children.
21. Monitor times outside of classroom duties (i.e. lunch duty, hallway duty, and recess duty).
22. Employ responsive classroom techniques.
23. Be able to effectively utilize a SmartBoard to create meaningful and motivational lessons.
24. Work to promote a positive and collegial atmosphere with fellow teachers and staff.
25. Be able to work with other staff members (special education and literacy aides and Title 1 teacher) to support children with unique needs.

TERMS OF EMPLOYMENT: According to the Teachers' Contract

EVALUATION: Annually in accordance with the provisions of the Board's policy on evaluation