



URBAN PATHWAYS K-5 COLLEGE CHARTER SCHOOL

JOB DESCRIPTION

TITLE: Teacher
REPORTS TO: Principal
DEPARTMENT: Teaching Staff – Grades Kindergarten through 5th Grades
FLSA STATUS:

JOB GOAL: The grade level teacher is responsible for creating a flexible elementary classroom that promotes learning and personal growth. He/she establishes an effective rapport with students and develops good relationships with parents/families and other staff members. The grade level teacher motivates students to develop skills, attitudes, and knowledge needed to provide a foundation for furthering their education. The grade level teacher will collaborate regularly with other team members to plan integrated units and activities, discuss students, and work together to promote the educational needs of students. The grade level teacher should be familiar with all school procedures and have a basic knowledge of grades K-5 to ensure a cohesive approach is followed.

DUTIES AND RESPONSIBILITIES

- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Establish and enforce expectations for behavior and procedures for maintaining order among the students for whom they are responsible.
- Establish clear objectives for lessons, units, and projects and communicate those objectives to students.
- Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
- Communicate with parents/families to discuss their children's progress and to determine priorities for their children and their educational needs.
- Observe and evaluate students' performance, behavior, social development, and physical health.
- Prepare materials and classrooms for class activities.
- Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Provide a variety of materials and resources for children to explore, manipulate, and use both in learning activities and in imaginative play.
- Use effective behavioral management by working with Administrators and other key staff members for appropriate techniques and methods.
- Exhibit appropriate classroom management.



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- Collaborate regularly with team members.
- Ability to assess data for instructional decision making.
- Meet deadlines and complete tasks within assigned timelines.
- Attends staff meetings, professional development programs, and school sponsored events.
- Actively participate in school sponsored committees and volunteer opportunities.
- Perform other job-related duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree in Education required
- Master's Degree preferred
- Current teaching certification appropriate to elementary school
- Experience in an urban setting preferred
- Ability to work with students, parents, and staff from diverse backgrounds

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Incumbent must stand and walk for prolonged periods of time.
- Incumbent must sit for extended periods of time.
- Incumbent may occasionally be required to lift, carry, push, and pull up to 25 pounds.
- Incumbent must have the ability to kneel, crouch, bend and reach to retrieve and handle materials, supplies and equipment.
- Incumbent must be able to read, see, hear, and speak English, as well as the ability to speak clearly and distinctly when communicating.
- Incumbent will operate in a classroom setting, and be required to use a computer with keyboard, telephone or handheld mobile device.

SUCCESS FACTORS/JOB COMPETENCIES:

- Written and Verbal Communication
- Coaching/Teaching
- Judgement/Independent Decision Making
- Collaboration/Team Player
- Creativity
- Organization
- Patience



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- Adaptability

WORK DAYS AND SHIFTS:

- Monday – Friday, daylight hours during school year and other scheduled work days.

ACKNOWLEDGEMENT:

In signing this Job Description, I am acknowledging that I have received a copy, read, and understand this explanation and job description. I further understand that a signed copy will be placed in my personnel file.

Employee Signature _____ Date _____

Print Name _____

Manager Signature _____ Date _____

Print Name _____