Colfax School District Employee Job Description

Primary Teacher

Responsible To: Building principal.

Responsible For: Delivering professional instructional services to primary students within district course content and building guidelines that addresses academic, social, and motor skills development.

Terms of Employment: Salary and work year established by the school board and announced within terms of the District/CEA Bargaining Agreement.

Evaluation: Annually by principal.

General Performance Responsibilities:

1. Prepares course objectives and outline for course of study following accepted conclusions regarding primary children and the curriculum guidelines of the state and school district.
2. Prepares daily lessons that teach the desired outcomes, knowledge and skills of the course of study.
3. Delivers daily lessons to students.
4. Instructs students in the routines and rules of conduct in the class and school.
5. Maintains order in classroom, hall and playground.
6. Serves as a resource to colleagues and the district in the needs, activities and learning patterns of the young learner.
7. Evaluates progress and prescribes interdiction and enrichment.
8. Communicates with parents.

Essential Duties:

1. Teaches lessons consistent with course of study and daily plan.
2. Teaches the rules of conduct.
3. Keeps attendance and progress records on each child.
4. Participates in staffing, MDT (Multi-disciplinary Team), and IEP meetings.
5. Instructs students in practices of personal cleanliness and self-care.
6. Counsels pupils and parents when adjustment and academic problems arise.
7. Discusses pupils’ academic and behavioral attitudes and achievements with parents and staff on a need to know basis.
8. Participates with colleagues in curriculum planning and coordination.
9. Maintains texts, supplies, and equipment assigned to the room.

Minimum Qualifications:

2. Successful experience working with children and adults in appropriate setting.