

**Job Title:** TEACHER- ELEMENTARY

**Qualifications:** Must be NH Certified or Certifiable and HQT. Classroom Management, Verbal Communication, Resolving Conflict, Presentation Skills, Self-Motivated, Motivating Others, Listening, Collaborative Teaching - K-12, Deals with Uncertainty, Objectivity, Confidentiality

**Reports to:** Principal

**Job Goal:** Promotes and nurtures the education of students by planning and tailoring courses of study; monitoring, assisting with, and correcting, academic efforts; providing a safe environment conducive to learning; keeping parents informed

**Type of Position:** 188 days                      **Wage:** Contract

**Hours per week:** exempt

### **Instructional Practice**

- Plan, organize and instruct using developmentally appropriate activities to improve academic and social skills through a defined course of study
- Utilize a variety of instructional methods required to accomplish student learning targets
- Implement academic, behavioral and health plans (for example, IEPs, intervention plans, care plans, 504 plans) to comply with regulatory requirements and established guidelines
- Create and differentiate lesson plans and classroom work to provide students with instruction that meets their respective needs within established curriculum
- Prepare a variety of materials (e.g., grades, attendance, and anecdotal records) to document student progress and meet mandated requirements
- Assess student progress towards objectives, expectations, and goals and provides feedback to students, parents and administrators
- Administer required assessments to measure student achievement levels and/or adapt curriculum and instruction
- Organize and ensure the availability of equipment, materials and personnel to achieve educational and safety objectives (e.g., field trips, first aid coverage, transportation, assemblies.)
- Participate in and incorporates professional development into classroom instruction to implement curriculum, increase student achievement and support district and school improvement efforts
- Review and analyze student data for the purpose of informing classroom instruction

### **Learning Environment**

- Provide a safe, secure, student - centered learning environment to promote and support student growth
- Establish rapport with students to foster social and academic development
- Supervise students and manages student behavior
- Participate in meetings to convey and/or gather required information
- Communicate with parents and/or legal guardians to inform them of student achievement, to develop plans for improvement, and to reinforce classroom goals
- Model classroom procedures and expectations to demonstrate appropriate social and interpersonal behavior

### **Collaboration**

- Communicate expectations and curriculum requirements
- Collaborate with instructional staff, school personnel, parents and/or community members for the purpose of improving the quality of student learning
- Establish and maintain collegial and cooperative relationships with school personnel, parents and community members
- Respond to inquiries from a variety of sources (e.g., other teachers, parents, administrators) to resolve issues and provide information and/or direction
- When assigned, directs the work of pre-service student teachers, volunteers, and instructional assistants (paraprofessionals and tutors) in the classroom to meet the needs of students

### **Professionalism**

- Report incidents promptly to maintain personal safety of students and adhere to New Hampshire law and district policies
- Respond to emergency situations to resolve immediate safety concerns and/or refer matters to appropriate personnel for resolution

- Address recertification requirements to maintain state certification and highly qualified status
- Act with integrity, fairness and in an ethical manner to maintain functional relationships with students and colleagues
- Know and follow Hinsdale School District policies and procedures, and applicable state and federal law to ensure compliance with regulatory requirements and guidelines
- Perform other related duties, as assigned, to insure the efficient and effective functioning of the school.

**EVALUATION: Performance of this job will be evaluated in accordance the Hinsdale Federation of Teacher contract**

**PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):**

**PRIMARY PHYSICAL REQUIREMENTS CONSIDERATIONS**

Lift up to 10 lbs.: Frequently required  
 Lift up to 25 lbs.: Occasionally  
 Lift 26 to 50 lbs.: Rarely  
 Lift over 50 lbs.: Rarely

CARRY up to 10 lbs.: Frequently required  
 CARRY 11 to 25 lbs.: Occasionally  
 CARRY 26 to 50 lbs.: Rarely  
 CARRY over 50 lbs.: Rarely

REACH above shoulder height: Occasionally  
 REACH at shoulder height: Frequently required  
 REACH below shoulder height: Frequently required  
PUSH/PULL: Occasionally

**OTHER PHYSICAL**

Twisting: Occasionally  
 Bending: Occasionally  
 Crawling: Rarely  
 Squatting: Rarely  
 Kneeling: Rarely  
 Crouching: Rarely  
 Climbing: Rarely  
 Balancing: Rarely

**WORK SURFACES: (describe)**

Composite desk  
 Carpet/tile floors  
 Computer keyboard/screen

**DURING AN EIGHT HOUR DAY, EMPLOYEE IS REQUIRED TO:**

Consecutive hours	Total Hours
Sit: 2	5
Stand: 1	2
Walk: 1	1

**HAND MANIPULATION**

Grasping: Occasionally  
 Handing: Frequently required  
 Torqueing: Occasionally  
 Fingering: Frequently required

**Environment: Inside: 95% Outside: 5%**

Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COGNITIVE AND SENSORY REQUIREMENTS:**

Talking: Necessary for communicating with others.  
 Hearing: Necessary for receiving information and instructions.  
 Sight: Necessary to do job effectively and correctly.  
 Tasting & Smelling: Smelling required to detect noxious fumes and odors.

**SUMMARY OF OCCUPATIONAL EXPOSURES:**

Bacterial and viral infections carried by children  
Cleaning products

I have reviewed this job description and am in acceptance of its parameters.

\_\_\_\_\_ Date \_\_\_\_\_  
Employee

\_\_\_\_\_ Date \_\_\_\_\_  
Human Resources

Approved by the Hinsdale School Board 04-08-15