



**POSITION TITLE:** CLASSROOM TEACHER – KINDERGARTEN-GRADE 5

**SUPERVISOR:** PRINCIPAL

**HOURS/STATUS:** Monday-Friday / 8:00 a.m.-4:00 p.m. / 10-month Exempt

**PRIMARY DESCRIPTOR:** This position is responsible for creating, enriching, and maintaining a dynamic classroom environment for grades K – 5 to ensure high levels of student engagement and performance. This position supports the mission of UCCS and works to achieve the goals described in the charter.

**ESSENTIAL RESPONSIBILITIES:**

- Establish and enforce rules for behavior and procedures, maintaining order among the students for whom they are responsible. Ensuring all students are treated in a firm, fair, and respectful manner.
- Observe and evaluate students' performance, behavior, social development, and physical health
- Adapt teaching methods and instructional materials to meet students' varying needs and interests
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate
- Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students
- Implement and instruct Success For All (SFA) reading program
- Maintain daily/weekly lesson plans using the suggested template, or one approved by the supervisor and submit upon request
- Incorporate a variety of learning modalities into daily lessons to engage all learners
- Ensure that 100% of students are engaged in learning; make skilled use of questioning and academic discussion to challenge students' thinking and increase rigor
- Provide daily writing opportunities and instruction to develop student thinking and enhance their skill and stamina in writing
- Explicit planning and monitoring to build student vocabulary range by at least 400 words per year
- Analyze data from assessments to ensure that instruction is focused on what students most need to learn and practice

- Establish and maintain a welcoming and respectful classroom environment with a strong sense of collective responsibility
- Establish effective classroom routines that maximize learning time in each class
- Actively building positive, supportive relationships with all students
- Support and use the school culture expectations and routines established by the Leadership and Student Success team
- Collaboration with Special Education, ELL, RTI, Speech and Language and other teaching specialists to appropriately support students with an Individual Education Plan (IEP) or 504 plan
- Take accurate attendance and meal counts
- Maintain the classroom and the materials, including computers, in a neat and organized fashion
- Support the social and emotional development of students
- Maintain accurate and complete records of student progress and achievement and use these to create accurate quarterly grade report cards and other academic reports
- Liaise with families and the wider UCCS community; in particular, reaching out to parents systematically to discuss student progress
- Participate in grade level team meetings; subject meetings and whole school meetings
- Make full use of all professional learning opportunities provided by the school; implement with fidelity the instructional methods and programs adopted by the school
- Effectively communicate with and utilize the support of staff that work within the UCCS building
- Participating in grade level team meetings; subject meetings and whole school meetings
- Make full use of all professional learning opportunities provided by the school; implement with fidelity the instructional methods and programs adopted by the school
- Effectively communicate with and utilize the support of staff that work within the UCCS building

**ADDITIONAL RESPONSIBILITIES:**

- Accomplish all other duties and tasks as appropriately assigned or requested by school leadership
- Ability to implement technology into daily lessons
- Maintain appropriate certification

**KNOWLEDGE, SKILLS & ABILITIES:**

- Outstanding subject knowledge and passion for teaching

- Demonstrated ability to work collaboratively with other adults
- Excellent verbal and written communication skills
- Ability to show care and compassion for others
- Effective conflict management and problem resolution skills
- Skillful organization and time management skills
- Values and promotes diversity
- Compassionate attitude and strong understanding of child development
- Nurturing teaching approach

**EDUCATION, EXPERIENCE & CERTIFICATION:**

- New York State Initial, Provisional or Permanent Certification in Elementary Education or equivalent
- NYS Fingerprint Clearance

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

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

While performing the duties of this job, the employee is regularly required to sit; stand, walk, use hands to handle or feel objects, tools or controls; and reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually moderate.

I can, with or without reasonable accommodation(s), perform the essential functions of this position:

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Employee Signature Date

DATE CREATED/REVISED: April 2020