



MT. VERNON

COMMUNITY SCHOOL CORPORATION

Job Description Mt. Vernon Community School Corporation Elementary Classroom Teacher

Job Title: Elementary Classroom Teacher

Reports to: Elementary Principal

Contract Length: 185 Days

Job Summary:

To plan, organize, and implement an appropriate instructional program in an elementary learning environment that guides and encourages students to develop and fulfill their academic potential. Work is performed under the supervision of the Elementary Principal.

Essential Functions of the Job may Include but are not Limited to the Following:

- Plan, prepare, and deliver lesson plans and instructional materials that facilitate active learning.
- Develop schemes of work, lesson plans and tests that are in accordance with established procedures.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures.
- Maintain discipline in accordance with the rules and disciplinary system of the school.
- Provide appropriate feedback on work.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required by laws, district policies, and school regulations.
- Prepare required reports on students and activities.
- Participate in department, school, district, and parent meetings.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Establish and communicate clear objectives for all learning activities.

www.mvcsc.k12.in.us

SCHOOL BOARD: Shannon Walls Kellie Freeman Meghan Britt Chad Gray Phil Edwards

1806 W. State Road 234, Fortville, IN 46040 ♦ Office: (317) 485-3100 ♦ Fax: (317) 485-3113

Twitter.com/MVCSC_District ♦ Facebook.com/MtVernonSchoolDistrict

- Prepare the classroom daily for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Observe and evaluate student's performance and development.
- Assign and grade class work, homework, tests and assignments.

Other Functions of the Job include but are not limited to the Following:

- Demonstrate preparation and skill in working with students from diverse cultural, economic, and ability backgrounds.
- Encourage parent and community involvement, obtain information for parents when requested, promptly return emails and phone calls.
- Participate in appropriate professional activities.
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed.
- Other duties as assigned.

Knowledge Skills and Ability Required:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- B.A./ B.S. degree in teaching from an accredited institution or related teaching field.
- Indiana State Certification in teaching in an appropriate subject area.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to communicate effectively in oral and written communication.
- Must have the ability and proven ability to report to work on a regular and punctual basis.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Knowledge and implementation of relevant technology.
- Meet professional teacher education requirements of the school, district, and state.

Physical Requirements:

Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.