



## CLASSROOM TEACHER

**Job Title:** Classroom Teacher

**Agreement Days:** 185

**Reports To:** Principal/Assistant Principal

### GENERAL STATEMENT OF JOB

The classroom teacher has the primary responsibility for planning and delivering the grade level educational program in the classroom and be an active faculty member dedicated to student achievement and growth. The grade level teacher will work closely with other staff to provide an outstanding educational experience for all students and to fully embrace AVA's mission and vision.

### Specific Capabilities:

1. Demonstrated knowledge and skill regarding the components of effective instruction
2. Demonstrated knowledge of content and teaching methods in area(s) of teaching assignment
3. Demonstrated knowledge of developmental needs of students
4. Demonstrated effective written and oral communication skills
5. Evidence of ability to establish and maintain effective, cooperative relationships with school personnel, students and parents
6. Demonstrated understanding and empathy necessary for working with students and parents

### TEACHER RESPONSIBILITIES

#### Instruction:

1. Plan and implement instruction consistent with AVA's curriculum for assigned subject area(s)/grade levels
2. Use formal and informal methods to assess the abilities and needs of students
3. Plan and implement effective use of class time
4. Apply principles of teaching/learning to enhance student achievement
5. Utilize teaching methods that are appropriate for the objectives and learners
6. Communicate effectively with learners
7. Provide for and maintain student involvement during instruction
8. Promotes a smooth transition from one learning activity to another
9. Use the evaluation of student outcomes to measure the effectiveness of instruction
10. Communicate student progress to student and parent/guardian
11. Begins class promptly and continues with instruction until the end of the instructional period
12. Uses assessment data results to differentiate instruction in order to increase student achievement



### **Learning Environment and Management**

1. Maintain necessary student records
2. Attend to tasks in an effective and organized manner
3. Establish and maintain clear expectations for appropriate behavior
4. Encourage students in participation and performance
5. Is respectful and supportive of students
6. Maintain a positive attitude with students
7. Consistently enforces the dress code and code of conduct

### **Professional Responsibilities**

1. Participate in professional growth opportunities
2. Recognize problems and actively contribute to their resolution
3. Collaborate with others to fulfill school goals
4. Demonstrate concern for students' health and safety
5. Maintain effective communication with parents and staff
6. Follow the staff handbook guidelines and supports all AVA policies and procedures
7. Dress in a professional manner
8. Display a positive attitude

### **General**

1. Accept and fulfill assigned responsibilities and duties in a prompt and efficient manner
2. Follow Board of Education policies, building procedures, and any other rules, regulations or procedures that may be established by AVA administration or Governing Board
3. Provide an environment that promotes AVA's character education including Capturing Kids Hearts
4. Employee will arrive and be prepared for the day – 7:40am – 4:10pm
5. Perform other duties as assigned

### **SUPERVISORY RESPONSIBILITIES**

- Grade level PARA(s)

### **QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS**

- Successful completion of student teaching
- Previous teaching experience in subject area and/or level desirable, but not necessary

### **LICENSES OR CERTIFICATION**

- Bachelor's Degree
- Hold a current Colorado Teaching License/Authorization
- Hold appropriate endorsement(s) for Colorado Department of Education
- Meet all NCLB requirements



### **PREFERRED COMPETENCIES**

- Flexible
- Excellent oral and written communication skills
- Work effectively with staff
- Strong organization skills
- Meet attendance standards and work the hours necessary to perform the essential functions of the job
- Maintains a positive attitude
- Observes all AVA policies and procedures

### **SUMMARY**

All employees of AVA work together to fulfill the AVA mission and vision statements. The thoughts reflected in this job description provide structure to the responsibilities and accountabilities for this position. AVA expects to employ professionals who will work beyond job descriptions, creating both a fulfilling school environment and positive outcomes for students.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, policy and expectation documents, staff agreements, evaluation requirements, curriculum/materials, and student assessment documents

### **PHYSICAL DEMANDS**

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 talk and hear. The employee is frequently required to sit and reach with hands and arms. The employee is required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. The hours may be long when specific needs arise, thus some extended schedules will be necessary. This is a position that must attend the needs of staff, administrators, governing board and parents. AVA is a dynamic school subject to changing work environments and adaptability to change is essential.



**JOB DESCRIPTION ACKNOWLEDGEMENT FORM**

I have received a copy of the job description for my position:

Position: \_\_\_\_\_

Date: \_\_\_\_\_

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined.

I understand that my job may change on a temporary or regular basis according to the needs of Aspen View Academy without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name