

Elkhart Community Schools
Position Description

Position Title:	Certified Classroom Employee	
Qualifications:	Must have appropriate Indiana Certification and meet NCA accreditation requirements	
Department:	Building	
Reports To:	Building Principal	
Prepared By:	Pamela Cozort	Date: May 31, 2007
Approved By:	Doug Thorne	Date: May 31, 2007

PERFORMANCE RESPONSIBILITIES:

I. Instructional Learning Environment:

- A. Holds and articulates high expectations for student learning, achievement and behavior.
- B. Implements district and building level initiatives.
- C. Implements standards based instruction.
- D. Makes data driven instructional decisions.
- E. Provides instruction that demonstrates use of research based most effective teaching strategies.
- F. Delivers instruction that matches learning needs of all students.
- G. Communicates instruction clearly and effective.
- H. Provides accurate, specific, and timely feedback to students.
- I. Engages students in the process of data driven decision making
- J. Provides effective classroom management that includes teaching routines and procedures to maintain a safe and orderly learning environment.
- K. Creates active learning environments and collaboratively designs settings that foster an enriching, nurturing, and safe climate where diversity and academic risk taking are valued.

II. Instructional Planning and Organization:

- A. Demonstrates knowledge of course content and process..
- B. Designs standards based instruction as evidenced by daily planning.
- C. Balances pacing to provide for proficiency at standard while meeting individual student needs.
- D. Adapts teaching materials, lessons, and instructional strategies to meet the needs of groups and individuals.
- E. Integrates technology as an instructional and learning tool.
- F. Plans for appropriate direction of paraprofessionals and volunteers.
- G. Effectively utilizes community resources to enhance student learning.
- H. Provides substitutes with lesson plans, seating charts, time schedules, required materials, and specific instructions such as individual behavior intervention plans, individual learning strategies, medical and physical information when appropriate.
- I. Designs and utilizes formative and summative assessments.
- J. Displays data publicly in a timely manner (e.g. formative and summative assessment data, cause and effect data, student performance data, attendance data, etc.)
- K. Participates actively in collaborative planning.
- L. Adheres to a daily schedule and when necessary communicates any changes to affected educators.

III. Professional Responsibilities:

- A. Complies with all rules and regulations in accordance to Board policy and with all reasonable written and/or oral directions issued by administrators.
- B. Adheres to the Elkhart Community Schools policy for maintaining confidentiality of student records.
- C. Assists in the implementation of district security initiatives to maintain a safe and secure environment.
- D. Administers all assessments, ethically, properly, and accurately.
- E. Provides or assures implementation of legal and appropriate accommodations for all students with defined learning plans such as IEP's, ILP's, 504's etc.
- F. Completes student records as required by district policy.
- G. Meets deadlines for submitting reports and records.
- H. Exhibits a pattern of regular and timely attendance.
- I. Attends and constructively contributes to staff meetings, school and district committees.
- J. Develops and maintains effective collaborative professional relationships.

- K. Reviews student classroom and achievement data with all appropriate personnel who provide instructional and functional support.
- L. Encourages respect for rights, opinions, property and contributions of others.
- M. Participates in professional growth activities pursuant to district expectations.
- N. Demonstrates yearly professional growth that enhances knowledge and skills relevant to teaching assignment.
- O. Responds to and initiates consultations with parents and staff in a timely manner and at appropriate times and places.
- P. Prepares for and participates in parent-teacher conferences and IEP conferences.
- Q. Carries out all assigned supervision duties.
- R. Accepts a share of responsibility for school sponsored and / or extracurricular activities.
- S. Maintains a personal appearance in keeping with the nature of the assignment of the staff member.
- T. Reports unsafe conditions as well as deficiencies, malfunctions, or breakage of equipment to the building administrator or designated person.
- U. Exercises prudence in protecting students, equipment, materials, and facilities from injury or abuse.

(Essential functions will be listed based on specific job responsibility.)