

## Title

Part Time Elementary (K-8) Certified Teacher

## Position Summary

Under the direction of the school principal, the elementary teacher plans and provides for appropriate learning experiences for students in a variety of educational settings. The teacher creates a flexible elementary grade program and a class environment favorable to learning and personal growth. Further, the teacher establishes effective rapport with students; motivates students to develop skills, attitudes and knowledge needed to provide a good foundation for lower and upper elementary grade education, Kindergarten through 8<sup>th</sup>, in accordance with each student's ability; establishes good relationships with parents and other staff members.

## Job Duties

- Plans and develops course of study according to curriculum guidelines of District and state requirements. Actual curriculum must often be tailored for three or more levels of academic ability and previous achievement.
- Develops and presents specific lesson plans, using a variety of techniques, including lectures, projects, exhibits, field trips, audio-visual and library resources, computers, and the Internet.
- Prepares assignments and tests for in-school preparation and homework. Monitors, assists, corrects, and grades student performances.
- Maintains order in the classroom and, in conjunction with administrative staff, administers discipline when necessary to achieve proper behavior. May prescribe extra assignments or detention in cases of student misconduct.
- Shares with other teachers and aides responsibility for monitoring halls, study periods, and lunchroom.
- Counsels students when academic difficulties or behavioral problems arise.
- Keeps records of academic performance, attendance, and social acclimation. Reports on all aspects of student development for school records and parents; conducts parent-teacher conferences on both a regularly scheduled and an as-needed basis.
- Consults with other professionals, where there appears to be evidence of learning disabilities, drug or alcohol abuse, or problems of social adjustment. Coordinates decisions with parents concerning any specialized intervention which appears warranted.
- Reports cases of suspected child abuse according to state law.
- Complies with Board policies, rules, regulations, and directives.
- Performs related duties such as sponsoring a student organization or activity.
- Participates in faculty meetings, educational conferences, professional training seminars, and workshops.
- Oversee regular operations of an athletic program (i.e. basketball or track).
- Supervises classroom aides.

- Participates in faculty meetings, educational conferences, professional training seminars, and workshops.
- Supervises classroom aides and volunteers.

Only minimum duties are listed. Other functions may be required as given or assigned.

#### Desired Minimum Qualifications

- Valid Montana Teaching Certificate with proper endorsement.
- Ability to write routine reports and correspondence.
- Ability to effectively communicate, orally and in writing, with students, parents, and staff.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of student matters.
- Ability to solve problems in a practical and workable manner.
- Ability to use age-appropriate language and accompanying techniques in one-on-one settings as well as group settings.

#### Reporting Relationships

Reports to the Building Principal.

#### Closure Clause

This job description contains only examples of the most frequently performed job tasks and responsibilities and should not be interpreted as being all-inclusive of the tasks and responsibilities to be performed by a position holder.

#### Terms of Employment

Half time teacher contract for the 20/21 school year. Pay and work year according to negotiated agreement based on experience and education. Performance of this position to be evaluated according to the Board's policy on evaluation of certified personnel.

#### Closing Date

Monday, August 3rd, 2020

#### Equal Employment Opportunity

East Glacier Park School District #50 rigorously pursues affirmative action to provide all people equal opportunity for employment without regard to race, color, religion, national origin, sex, age, marital or family status, or disability.

#### Supplemental Information

Interested candidates are requested to send a district application, resume, transcripts, three letters of recommendation, and a copy of certification.

Contact Information

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