

POSITION ANNOUNCEMENTS

The Alexander City Board of Education is accepting applications for the following position:

JOB TITLE: **ELEMENTARY TEACHER**

LOCATION: TBD

QUALIFICATIONS: 1. Current Alabama Teaching Certificate with Elementary Education endorsement

SALARY SCHEDULE: A salary range of \$39,301-\$66,135, based on degree and experience

JOB DESCRIPTION: See Attached

TERMS OF EMPLOYMENT: 187 days

APPLY TO: Applications must be submitted through TEACH IN ALABAMA at the below link:

https://ats1.searchsoft.net/ats/app_login.shtml?COMPANY_ID=00008500

POSTED: February 18, 2019

DEADLINE Minimum of 7 days or until filled

ALEXANDER CITY SCHOOLS
JOB DESCRIPTION

JOB TITLE: TEACHER - ELEMENTARY

REPORTS TO: Principal

SUPERVISES: N/A

QUALIFICATIONS:

1. Valid Alabama Teaching Certificate endorsed in the appropriate area.
2. Meet Highly Qualified Teacher Standards defined by the State of Alabama.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of child development and especially of characteristics of students in the age group assigned.
2. Knowledge of the state and national curriculum standards.
3. Knowledge of current educational research.
4. Basic understanding and knowledge of current technology.
5. Knowledge of learning styles and skill in using varied teaching methods to address student learning styles.
6. Proficient and professional in oral and written communication with students, parents and others.
7. Ability to plan and implement activities for maximum effectiveness.
8. Ability to assess levels of student achievement effectively, analyze test results and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn.
9. Clear understanding of the state course(s) of study.
10. Ability to implement and stay abreast of current and future classroom strategies.
11. Strong interpersonal skills.

JOB GOAL:

To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical and psychological growth and maturation in accordance with system philosophy, goals and objectives.

PERFORMANCE RESPONSIBILITIES:

1. Create or select long-range plans based on a review of system and state curriculum priorities, student profiles and instructional priorities.
2. Define goals and objectives for unit and daily plans.
3. Sequence content and activities appropriately.
4. Identify specific intended learning outcomes which are challenging, meaningful and measurable.
5. Revise plans based on student needs.
6. Select, develop, modify and/or adapt materials and resources which support learning objectives and address students' varying learning styles, backgrounds and special needs.
7. Establish and maintain a positive and safe learning environment in which students are encouraged to be actively engaged in the learning process.
8. Maintain a clean, attractive and organized learning environment.

9. Maintain academic focus by using a variety of motivational techniques.
10. Establish and use behavior management techniques which are appropriate and achieve a functional and positive learning environment conducive to learning.
11. Establish routines and procedures and work with students on consistently following them.
12. Create a learning climate that is challenging yet non-threatening.
13. Maintain instructional momentum with smooth and efficient transitions from one activity to another.
14. Establish appropriate testing environment and ensure test security.
15. Establish and maintain efficient record keeping procedures.
16. Develop routines and efficient techniques for minimizing time required for administrative and organizational activities.
17. Manage materials and equipment effectively.
18. Organize materials for efficient distribution and collection.
19. Instruct and supervise the work of volunteers and aides when assigned.
20. Assist in enforcement of school rules, administrative regulations and School Board policy.
21. Develop and use assessment strategies (summative and formative) to assist the continuous development of learners.
22. Interpret and use data (including but not limited to standardized and other test results) for diagnosis, instructional planning and program evaluation.
23. Use ongoing assessment to monitor student progress, verify that learning is occurring and adjust curriculum and instruction.
24. Communicate, in understandable terms, individual student progress knowledgeably and responsibly to the student, parents and professional colleagues who need access to the information.
25. Encourage self-assessment by students and assist them in developing plans for improving their performance.
26. Administer standardized tests in accordance with directions provided, including proctoring and secure handling of materials.
27. Evaluate the effectiveness of instructional units and teaching strategies.
28. Demonstrate knowledge and understanding of curriculum content.
29. Communicate high learning expectations for all students.
30. Apply principles of learning and effective teaching in instructional delivery.
31. Monitor learning activities, providing feedback and reinforcement to students.
32. Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.
33. Use appropriate techniques and strategies to enhance the application of critical, creative and evaluative thinking capabilities of students.
34. Use appropriate material, technology and resources to help meet learning needs of all students.
35. Develop and implement a Professional Development plan annually in accordance with state and system requirements which also results in continuous improvement of professional knowledge and skills.

PHYSICAL REQUIREMENTS:

N/A

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan. Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Evaluation of job performance will be conducted in accordance with the current requirements of the State Department of Education.

It is the policy of the Alexander City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, nationality, origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment.

Signature: _____ Date: _____

Approved by Human Resources: _____ Date: _____

Last Revised: July 2015