

Belton Preparatory School

JOB DESCRIPTION

TITLE: 3rd Grade Teacher

QUALIFICATIONS:

- **Certification as required by state in field of assignment.**
- Degree from accredited college or university
- Other professional and personal qualifications as deemed necessary for acceptable fulfillment of responsibilities.

REPORTS TO: School Administrator

FUNCTION: This position requires the planning, organization, and implementation of the appropriate instructional program to address the learning needs of the students; to guide and encourage students to develop and fulfill their potential in both curricular and extracurricular activities

PERFORMANCE RESPONSIBILITIES:

- Plan, prepare and deliver instructional activities that facilitate active learning experiences.
- Develop lesson plans.
- Establish and communicate clear objectives for all learning activities.
- Prepare classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Identify and utilize different instructional resources and methods to support the learning needs of students at varying levels of progress.
- Instruct and monitor students in the use of learning materials and equipment.
- Provide for the care and protection of school property.
- Use relevant technology to support instruction.
- Observe and evaluate student performance and development.
- Assign and grade class work, homework, tests, and assignments as appropriate.
- Provide appropriate feedback on student work.
- Monitor and encourage individual student progress.
- Provide guidance to students which will promote educational development.
- Maintain accurate and complete records of student progress and development.
- Update records accurately and completely as required by laws and district policies.
- Prepare required reports on students and activities.
- Manage student behavior and maintain discipline by establishing classroom rules and procedures and enforcing classroom, school, and district rules and procedures.
- Participate in department, school, and district meetings and professional development activities as appropriate.
- Stay current with most recent developments in appropriate subject area as initiated by the school or district.
- Cooperate with and participate in the planning, implementation, and evaluation of the total school program.
- Foster and maintain effective communication with parents and/or guardians.

- Perform other duties and assume responsibilities as may be assigned.

OTHER SPECIFICATIONS AND REQUIREMENTS:

- To perform this job successfully, an individual must be able to perform each responsibility satisfactorily; Reasonable accommodations may be made to enable individuals with disabilities to perform the responsibilities; High levels of energy and enthusiasm are highly important to being able to perform all duties in a satisfactory manner.
- **TERMS OF EMPLOYMENT:** 190 days

DISCLAIMER STATEMENT: This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.