



T U L S A

PUBLIC SCHOOLS

Job Title: Elementary School Teacher

Reports to: Site Administrator
Department: School Improvement/School Operations
Compensation: Teacher's Salary Schedule
Overtime Status: Exempt
Date Job Revised: March 2, 2004

Position Summary: Creating a flexible elementary grade program and a class environment favorable to learning and personal growth; establishing effective rapport with pupils; motivating pupils to develop skills, attitudes and knowledge needed to provide a good foundation for upper elementary grade education, in accordance with each pupil's ability; and establishing good relationships with parents and with other staff members.

Minimum Qualifications/Job Requirements:

Education: Bachelor's Degree.

Specialized Knowledge, Licenses, etc: Oklahoma Teaching Certification in Elementary Education or applicable teaching fields.

Other: Ability to work cooperatively and collaboratively with others, demonstrate self discipline and initiative, follow state and district guidelines.

Duties and Responsibilities:

- Teaches reading, language arts, social studies, mathematics, science, art, health, physical education, and music to pupils in a classroom, using the course of study adopted by the Oklahoma State Department of Education and Tulsa's Board of Education and any other appropriate learning activities.
- Instruct pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
- Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil with the identified objectives.
- Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
- Utilizes grading patterns that are fairly administered and based on identified criteria.
- Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom. Treat pupils with respect and dignity.
- Evaluates pupils' academic and social growth, keeps appropriate records, and prepares progress reports.
- Communicates with parents through conferences and other means to discuss pupil's progress and interpret the school program. Interacts with pupils, staff and parents in a positive and professional manner.

- Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
- Establish rapport with pupils and provides a pleasant, safe, and orderly climate conducive to learning.
- Actively participate in full implementation of the TPS model for School Improvement.
- Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
- Supervises pupils in out-of-classroom activities during the assigned working day

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