



T U L S A

PUBLIC SCHOOLS

**Job Title:** Elementary Fine Arts Teacher

**Reports To:** Site Administrator  
**Grade:** Teachers' Salary Schedule  
**Number of Days:** Teachers' Salary Schedule  
**Security Access:** Site  
**Current Date:** March 2, 2004  
**Overtime Status:**

---

**Position Summary:** Creating a flexible elementary grade fine arts 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.

**Experience:**

**Specific Training/Skills:**

**Physical Requirements (If Applicable):**

**Other:**

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

**Scope of Authority (If Applicable):**

**Customer Contacts (Internal and External):**

**Essential Job Functions:**

- Teaches fine arts (music, art, dance, etc) 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

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.