



**Home of the Keams Canyon  
Eagles**  
KEAMS CANYON ELEMENTARY SCHOOL  
P.O. BOX 397  
KEAMS CANYON, ARIZONA 86034  
PHONE: 928-738-2385 | FAX: 928-738-5519  
Website: KCES.BIE.EDU



## **POSITION DESCRIPTION**

### **Teacher, Elementary**

**SUPERVISOR:** Principal

**PROGRAM:** Instructional Program

**Introduction:** The incumbent provides professional educational services to students in one or more K-6 grade levels. Utilizing accepted teaching standards and research-based concepts and methodologies. Independently adjusts teaching, and methods based on the individual needs of students. The teacher is responsible for planning, implementing, and evaluating an effective educational program consistent with current educational research, accepted educational methodologies and practices, prescribed policies and guidelines, and applicable laws and regulations.

### **Duties and Responsibilities:**

1. Develop a thorough knowledge and understanding of the school's Mission and Vision, prescribed curriculum, academic content standards, course objectives, and other resource materials appropriate to educational programs at the Elementary school level.
2. Develop annual instructional objectives and skills checklist that are consistent with the school's prescribed curriculum content standards.
3. Develop daily/unit lesson plans delineating specific objectives, techniques, and activities to be used during instruction of the lesson. Determine the sequence and methodologies to be used in presenting the curriculum units. Determine the timing and method for the use of teaching to the subject and consider the capabilities of the students. Adapt teaching units to the local environment, culture and traditions.
4. Select and organize instructional methods and materials to ensure each student's achievement proceeds systematically and with order. Plan and develop activities that allow each student to achieve their greatest potential without experiencing excessive frustration.
5. Organize class into individual, small or large grouping to meet student's academic needs, interests, and capabilities. Teach students using Inquiry discussion techniques, student collaboration techniques, organizational note-taking and other appropriate techniques.
6. Assist students in setting realistic goals enabling them to realize progress and develop self-confidence.
7. Develop, adapt, select and utilize a variety of assessments and other evaluative methods to assess the effectiveness of the instructional program. Use student assessment data to guide instructional planning to accommodate individual as well as small and large group needs.
8. Manage student behavior and disciplinary programs on own initiative except for chronic or extreme behavior problems that may require the assistance of the Principal. Follow procedures for referral of extreme behavior problems to the Child Study Team.
9. Maintain cumulative records for student academic progression, student conduct, daily attendance and other academic history.

10. Confer with parents/guardians regarding their child's academic progress, behavior and adjustment to the class or class routine. Discuss the class and school's educational programs with parents/guardians. Prepare for and conduct parent-teacher conferences on a scheduled or as needed basis.
11. Perform and participate in extra-curricular activities, after-school activities, student organizations, or special committees to enhance the services of the school.
12. Understand and use relevant technology to support academic instruction.
13. Assign grades, homework and other assessments to determine grades that are recorded on the standard based report card.
14. Participate in all Professional Development training, Professional Learning Communities training, department and staff meetings, departmental and staff meetings.
15. Maintain professionalism in manners, behavior, conduct, and set self as a positive role model for students, staff, parents and guardians.
16. Perform other duties as assigned by the Principal.

**Qualifications:**

1. Possess a Bachelors's or Master's Degree in the area of Educational, or related area.
2. Possess an Arizona State K-12 Teacher Certification.
3. Minimum of three years of teaching in an educational setting preferred.
4. Kindergarten teacher must possess Early Childhood Endorsement.

**Skills:**

1. Possess skills in educational program development, staff training, educational trends, and initiatives, long-range educational planning, and additional supportive skills.
2. Possess knowledge of contemporary educational methods and strategies based on scientific based research
3. Possess good reading, writing and speaking skills
4. Ability to analysis and interpret data in creation of lessons and instruction.
5. Ability to work as a team player
6. Ability to adapt curriculum to instructional objectives
7. Ability to communicate and meet with parents/guardians on student's progress and needs
8. Ability to create effective classroom management practice and manage student behaviors

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the board policy on evaluation of personnel.

**Terms of Employment:**

1. Full time ten (10) month contract. Salary and work year established by KCES Board per support staff salary schedule.
2. Possess a valid Arizona Driver's License.
3. Suitability for employment must be established with an intensive background investigation, and current IVP Fingerprint Clearance Card.
4. Native American Preference

**Certification:**

REVIEWED BY: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
President, School Board \_\_\_\_\_ Date \_\_\_\_\_

School Board Approval: \_\_\_\_\_  
September 05, 2019