



# Example of Elementary School Teacher Job Description

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Our growing company is hiring for an elementary school teacher. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for elementary school teacher

- Communicate with parents, students and other teachers on a regular basis to develop and update schedules, score assessments, provide feedback on student work, suggest instructional approaches and strategies, monitor completion of assignments and coach special projects
- Develop a general knowledge of the entire program's K-5 curriculum, including the Gifted and Talented curriculum, and a very detailed knowledge of the grades for which responsible
- Takes ownership for student's academic progress and attendance, communicating high expectations and showing active interest in student's achievement
- Develop the Student Support Team (SST) for their students needing additional support
- Lead instruction in the classroom by executing existing lesson plans
- Assume duties of the regular classroom teacher in accordance with school rules
- Elementary teachers will be the central point of contact for families
- Communicate every other week with parents and students to provide feedback on student progress, suggest instructional approaches and strategies
- Monitor and hold families accountable for daily lesson completion, assignments and attendance
- Support the instructional program with synchronous instruction

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- Gifted certification is preferred
  - Highly qualified and certified to teach Elementary (1-8, PreK-5 or K-8) in Ohio (appropriate to grade level responsibilities)
  - Reading endorsement preferred
  - Highly qualified and certified to teach in Elementary grades in New Mexico (appropriate to grade level responsibilities)
  - Highly qualified and certified to teach Elementary in Arizona (appropriate to grade level responsibilities)
  - Have 1+ years of lead teaching experience with a proven record of propelling student growth