



Example of Elementary School Teacher Job Description

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Our growing company is looking for an elementary school teacher. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for elementary school teacher

- Complete all grading, and provide meaningful feedback in timely manner
- Keep student records and data up-to-date, online student and family information, attendance accounting, and logging all student and parent contacts
- Plan and develop lessons to increase student understanding during synchronous instruction
- Creates and implements the instructional plans in accordance with the district curriculum
- Maintains a classroom climate that is conducive to learning
- Maintains reasonable rules which encourage self-discipline and responsibility
- Guides the learning process toward the achievement of the school curriculum and goals
- Implements a variety of instructional techniques and instructional media
- Acquaints self with and adheres to the policies and procedures as established by the Board of Education and Administration in written or verbal form

Qualifications for elementary school teacher

- Bachelor's degree, with an outstanding record of academic achievement and leadership

- State of Texas teaching certification in content or commitment to enroll in preferred Texas certification program, preferred
- Minimum of two years teaching experience in an urban public school setting
- Valid Texas State Certification is required
- At least 2 years of experience teaching elementary school Math content (preferred)