

ELEMENTARY TEACHER— LAKE GEORGE CHARTER SCHOOL

Job Description

Elementary Teacher

Salary Range: \$36,000--\$38,000

LOCATION: Lake George Charter School, Lake George, Colorado

JOB SUMMARY:

Responsible for instructing students in an elementary school by creating lesson plans, administering praise and constructive criticism, instructing students on subjects such as science, literature, and math. Create a well-rounded, comprehensive instructional program which also attends to helping students build good character.

REPORTING RELATIONSHIPS:

Reports to Administrator

DUTIES AND RESPONSIBILITIES:

1. Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.
2. Observe and evaluate students' performance, behavior, social development, and physical health.
3. Prepare materials and classrooms for class activities.
4. Adapt teaching methods and instructional materials to meet students' varying needs and interests.
5. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
6. Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
7. Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
8. Assign and grade class work and homework.
9. Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.
10. Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
11. Prepare students for later grades by encouraging them to explore learning

opportunities and to persevere with challenging tasks.

12. Guide and counsel students with adjustment and/or academic problems, or special academic interests.
13. Prepare and implement remedial programs for students requiring extra help.
14. Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements of states and schools.
15. Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
16. Enforce administration policies and rules governing students.
17. Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
18. Meet with other professionals to discuss individual students' needs and progress.
19. Use computers, audiovisual aids, and other equipment and materials to supplement presentations.
20. Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, and storytelling.
21. Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
22. Attend staff meetings, and serve on committees as required.
23. Administer standardized ability and achievement tests, and interpret results to determine student strengths and areas of need.
24. Supervise, evaluate, and plan assignments for teacher assistants and volunteers.
25. Select, store, order, issue, and inventory classroom equipment, materials, and supplies.

WORKING CONDITIONS:

The position can be physically demanding and may be long hours. You report by 7:15 until 4:00 Monday through Thursday.

MINIMUM QUALIFICATIONS:

We are seeking for a dynamic teacher who inspires students and who works collaboratively and creatively with colleagues in various ways.

Candidates should be passionate about teaching and have a love for the students.

- Bachelor's degree, and teaching certificate.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong interpersonal and collaboration skills with the ability to communicate effectively and respectfully with all constituents.
- Excellent verbal and written communication skills are required.
- Promotes the use of multiple methods in solving problems, identifying more efficient strategies and generalizing principles to a broad variety of applications.
- Encourages collaborative teamwork in the classroom, teaching students to communicate effectively and thoughtfully, justify their reasoning and to consider multiple perspectives when solving problems.

- Invests in the life of the school by participating in the advisory program, social and emotional learning, weekly department meetings.
- Demonstrated professional behavior, including discretion, judgment, and integrity.

HOW TO APPLY Candidates for this position should submit a cover letter, resume, and contact information for a minimum of three references. Please combine all documents into a single PDF.

Go to <http://www.lakegeorgecharterschool.org> Then click on [Click here to enter new site.](#)

Click on INFORMATION Tab for current job opportunities. Send resume and three references to ksnare@lgcsco.org.

NOTE: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.