



Louisiana Key Academy
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ELEMENTARY TEACHER

Reports to: Principal

GENERAL RESPONSIBILITIES

The classroom teacher shall be responsible for the effective management of the class to which he or she is assigned. The teacher shall implement an educational program responsive to student need according to state and charter policy, including the Louisiana Components of Effective Teaching.

PLANNING

- Plans effectively for instruction
- Develops clear and concise written objectives for lesson plans following the Neuhaus curriculum structure for reading and Singapore Math processes
- Plans effectively for the substitute teacher
- Utilizes state and charter curriculum guides

MANAGEMENT

- Maintains an environment conducive to learning
- Takes appropriate precautions to protect students, equipment, material, and facilities
- Performs duty assignments
- Maintains accurate, complete, and correct records
- Manages student behavior to provide productive learning opportunities

INSTRUCTION

- Delivers instruction effectively
- Employs a variety of methods and techniques
- Presents appropriate content according to the guidelines of Neuhaus Reading/Language and Singapore Math curriculums
- Utilizes knowledge of subject matter and child growth and development
- Provides opportunities for student involvement in the learning process
- Re-teaches when necessary
- Gives positive feedback throughout the lesson (both academically and behaviorally)
- Assesses student progress
- Evaluates strengths and weaknesses of individual students
- Measures student growth using established goals and objectives
- Uses a variety of tools to test for understanding and application of subject matter

- Informs students and/or parents of student progress
- Integrates technology into instruction
- Produces evidence of students' academic and social growth under his/her instruction

SCHOOL IMPROVEMENT

- Takes an active role in building-level decision making
- Participates in grade-level/subject area curriculum planning and evaluations
- Serves on task forces and decision making committees, when appropriate
- Implements school improvement plan
- Creates partnerships with parents/caregivers and colleagues
- Provides clear and timely information to parents/caregivers and colleagues regarding classroom expectations, student progress, and ways they can assist learning
- Encourages parents/caregivers to become active partners in their children's education and to become involved in school and classroom
- Seeks community involvement in the social studies and science instructional program

PERSONAL TRAITS

Exhibits competency in the following characteristics:

- Poise and self-confidence
- Enthusiasm and optimism
- Punctuality
- Dependability
- Flexibility
- Coachable
- Acceptable speech and grammar
- Effective communication with students
- Discreet handling of confidential information
- Unbiased attitude regarding race, sex, creed, religion and disability
- Effective communication with colleagues and other adults

PROFESSIONAL DEVELOPMENT

- Experienced teachers plan for professional learning
- New or beginning teachers plan for professional self-development
- Maintains certification and qualifications

ESSENTIAL FUNCTIONS

Areas listed below are representative of those a teacher encounters while performing the essential functions of his/her job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Communication Skills:**
 - A teacher must be able to effectively communicate in Standard English both orally and in writing.
 - A teacher must have the ability to accurately give and receive information via telecommunication system as well as email.
 - A teacher must be able to communicate successfully with students, parents, school personnel, and the community.

- **Equipment Used:**
 - The teacher should be able to use telephone, audio-visual equipment, classroom computer, copy machine, laminator, and other appropriate machines.
- **Work Environment:**
 - The teacher will work in a school setting in a climate controlled environment adhering to LKA School Board Energy Policy and in the outside area which are subject to climate extremes.
- **Mental Involvement:**
 - The teacher must be able to plan and implement appropriate educational programs according to LKA chosen curriculum for all students.
 - The teacher must be able to understand and interpret written and verbal instructions.
 - The teacher must keep accurate, up-to-date written records.
 - The teacher must be able to comply with state and charter regulations.
 - The teacher must be able to utilize effective classroom management techniques.
- **Human Relations Involvement:**
 - The teacher must be able to work cooperatively with students, parents, school personnel, and the community.
 - The teacher must be able to respond appropriately to supervision and accept commendations and recommendations.
 - The teacher must demonstrate sensitivity/understanding and interpersonal relations with persons of diverse culture/backgrounds.

QUALIFICATIONS The teacher must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:**
 - The teacher must possess a minimum of a Bachelor's degree from an accredited college/university.
 - The teacher must hold a valid Louisiana Teaching Certificate.
- **Language Skills:**
 - The teacher must have the ability to read, analyze, and interpret government regulations, etc.
 - The teacher must have the ability to write reports and memos.
 - The teacher must have the ability to effectively present information and respond to questions from staff, principal and board members.
- **Reasoning Ability:**
 - The teacher must have the ability to define problems, collect data, establish facts, and draw valid conclusions.
 - The teacher must be able to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **Physical Demands:**

- The teacher is frequently required to sit or stand for long periods of time.
- The teacher is occasionally required to lift or move light weight up to 20 pounds.
- **Work Schedule:**
 - The work day consists of teacher hours at LKA according to board policy.
 - The work day begins at 7:30 and ends at 4:00.
 - The work week runs from Monday through Friday.
- **Professional Conduct:**
 - The teacher acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to – neglect of duty, dishonesty, engagement in acts that are contrary to LKA School Board Policy, unlawful activities, or any other conduct which is seriously prejudicial to LKA Charter.

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACT(S) (FLSA)

Louisiana Key Academy Charter in compliance with Fair Labor Standards Act(s) considers this position **EXEMPT** from any and all overtime payments.