



Position Title: Second Grade One Year Leave Replacement Teacher

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### Job Summary

Plan, organize and implement an appropriate instructional program in an elementary learning environment that guides and encourages students to develop and fulfill their academic potential.

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### Essential Duties and Responsibilities

Essential duties of this position include the following. Other duties may be assigned.

1. Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
2. Develop schemes of work, lesson plans and tests that are in accordance with established procedures.
3. Instruct and monitor students in the use of learning materials and equipment.
4. Use relevant technology to support and differentiate instruction.
5. Manage student behavior in the classroom by establishing and enforcing rules and procedures.
6. Maintain discipline in accordance with the rules and disciplinary systems of the school.
7. Provide appropriate feedback on work.
8. Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
9. Maintain accurate and complete records of students' progress and development.
10. Update all necessary records accurately and completely as required by laws, district policies and school regulations.
11. Prepare required reports on students and activities.
12. Participate in department, school, district and parent meetings.
13. Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
14. Establish and communicate clear objectives for all learning activities.
15. Prepare the classroom for class activities.
16. Provide a variety of learning materials and resources for use in educational activities.
17. Observe and evaluate student's performance and development.
18. Assign and grade class work, homework, tests and assignments.
19. Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
20. Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
21. Participate in appropriate professional activities.
22. Establish and maintain cooperative and effective working relationships with others.
23. Communicate effectively orally and in writing.

24. Must have the ability to report to work on a regular and punctual basis.
25. Perform all other related work delegated or required to accomplish the objectives of the total school program.
26. Implement relevant technology.
27. Meet professional teacher education requirements of school, district and state.
28. Perform other related duties as assigned.

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Education, Experience & Certification Requirement

Possess valid Washington State Teaching Certificate.

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Reporting Relationship

The fifth grade teacher reports directly to the Principal of Trout Lake School.