

Valparaiso Community School Corporation

POSITION AVAILABLE

Valparaiso Community Schools
Valparaiso IN 46385

**TITLE: 2nd Grade Elementary Teacher / Flint Lake Elementary
(Maternity Leave May 7, 2018 – June 1, 2018)**

QUALIFICATIONS:

1. Bachelor Degree
2. Indiana Teachers' License
3. Coaching or extra-curricular sponsorship desired
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Building Principal

JOB GOAL: To create a flexible elementary grade program and a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for upper elementary grade education, in accordance with each pupil's ability; to establish good relationships with parents and with other staff members.

PERFORMANCE RESPONSIBILITIES:

1. Teachers reading, language arts, social studies, mathematics, science, and health to pupils in a classroom, utilizing course of study adopted by the Board of Education, and other appropriate learning activities.
2. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
4. Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
5. Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
6. Evaluates pupils' academic and social growth, keeps appropriate records, and prepares progress reports.
7. Communicates with parents through conferences and other means to discuss pupil's progress and interpret the school program.

8. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
9. Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
10. Maintains professional competence through inservice education activities provided by the district and self-selected professional growth activities.
11. Selects and requisitions books and instructional aids; maintains required inventory records.
12. Supervises pupils in out-of-classroom activities during the assigned working day.
13. Administers group standardized tests in accordance with district testing program.
14. Participates in curriculum development programs as required.
15. Participates in faculty committees and the sponsorship of pupil activities.
16. Serves as a role model for students.

Submit all application materials via AppliTrack at <http://www.applitrack.com/valpo/onlineapp/>