



# Elementary Teacher Job Description

**Job Title: Elementary K-5 Teacher**

**Reports To:** Principal

## **Position Overview:**

The K-5 Teacher at TPA, a private school in Florida, is responsible for preparing, delivering, and assessing high-quality instruction that supports student learning, engagement, and growth. The teacher will create a positive and inclusive classroom environment, maintain accurate records, supervise students, and ensure compliance with Florida state requirements for private school teachers.

## **Key Responsibilities:**

### **Instructional Planning and Delivery:**

- Develop, prepare, and implement engaging instructional activities that contribute to a learning environment where students are actively engaged.
- Identify, select, create, and modify instructional resources to meet the needs of students with varying backgrounds, learning styles, and special needs.
- Integrate technology, hands-on learning, and differentiated instruction to enhance student learning experiences.

### **Student Supervision and Classroom Management:**

- Supervise students during class activities, transitions, recess, lunch, and other designated duty periods.
- Conduct roll calls, perform student counts, and maintain accurate attendance records in compliance with Florida state requirements.
- Ensure order and discipline in the classroom by implementing effective behavior management techniques.
- Foster a positive classroom environment where students feel supported and encouraged to engage in the learning process.

### **Assessment and Student Progress Monitoring:**

- Evaluate student progress through formative and summative assessments, making data-driven instructional decisions.
- Grade student assignments and assessments, ensuring adherence to school grading policies.
- Maintain accurate and up-to-date student performance records.
- Provide timely feedback and support to students to ensure continuous academic growth.
- Meet specific course and school-wide student performance goals, demonstrating gains in student achievement.

### **Student Support and Counseling:**

- Counsel and advise students regarding their academic and behavioral progress.
- Communicate with students and parents/guardians regarding progress, concerns, and recommendations for improvement.
- Collaborate with special education staff and other support personnel to address diverse student learning needs.
- Ensure student growth and achievement are continuous and appropriate for their age group, subject area, and program classification.

### **Professional Collaboration and Development:**



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- Work closely with school leadership and colleagues to enhance the instructional environment through team teaching, curriculum development, and instructional planning.
- Attend faculty meetings, professional learning communities (PLCs), and ongoing professional development sessions.
- Establish and maintain cooperative working relationships with students, parents, colleagues, and other stakeholders, as measured by school surveys and feedback.
- Model professional and ethical standards when dealing with students, parents, colleagues, and external stakeholders.

### **Compliance with School and State Regulations:**

- Report to assigned school facilities and provide instruction in accordance with state educational standards.
- Participate in school-wide initiatives, events, and enrichment programs to support student development.

### **Qualifications:**

- Bachelor's degree in Elementary Education or a related field.
- Valid Florida teaching certification for elementary education (K-5) or eligibility to obtain certification through alternative Florida-approved routes, such as the American Board for Certification of Teacher Excellence.
- Prior teaching experience in an elementary school setting preferred.
- Three years of teaching experience.
- Strong understanding of child development, instructional strategies, and curriculum design.
- Ability to create an engaging and inclusive learning environment.
- Proficiency in using classroom technology and educational software.
- Excellent communication and interpersonal skills.
- Strong organizational and time-management abilities.
- Commitment to ongoing professional growth and adherence to ethical teaching

### **Knowledge:**

- Knowledge of Florida's state standards for K-5 education, including requirements for private schools regarding student progress, attendance, health records, and immunization.
- Familiarity with designing and implementing curricula aligned with Florida's educational guidelines while fostering student engagement.
- Understanding of strategies to meet the diverse needs of students with varying learning styles, backgrounds, and abilities, including students with special needs.
- Knowledge of effective behavior management techniques to create a positive and productive classroom environment.
- Familiarity with formative and summative assessments used to evaluate student performance and academic progress.
- Knowledge of incorporating technology in the classroom to enhance learning, including educational software and interactive tools.
- Understanding of child development principles to tailor instructional practices and ensure age-appropriate content and delivery.

### **Skills:**

- Ability to develop engaging, thoughtful lesson plans that align with curriculum standards and support the academic growth of students.



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- Strong skills in maintaining discipline and creating a safe, nurturing environment where students can thrive.
- Ability to assess student progress, grade assignments, provide constructive feedback, and adjust teaching strategies based on assessment results.
- Excellent communication skills to clearly and effectively interact with students, parents/guardians, colleagues, and school leadership.
- Ability to collaborate with other teachers, staff, and school leaders to ensure a cohesive and effective educational experience for students.
- Effective time management skills to balance instructional duties, student supervision, and administrative tasks.
- Ability to adapt to changes in curriculum, technology, or school policy and respond effectively to the diverse needs of students.

### **Abilities:**

- Ability to create a positive and inclusive classroom environment that motivates students to be actively involved in the learning process.
- Ability to supervise students effectively during classroom activities, transitions, and extra-curricular activities, maintaining order and ensuring student safety.
- Ability to accurately grade assignments, maintain student records, and ensure that all grading and attendance processes are in compliance with school policies and state regulations.
- Ability to monitor and track student progress, make data-driven instructional decisions, and provide timely feedback to students and parents/guardians.
- Ability to identify and address challenges or issues related to student behavior, academic performance, or classroom management.
- Commitment to ongoing professional development, staying updated on teaching strategies, educational research, and Florida state law requirements.

### **Equal Employment Opportunity**

TPA is an Equal Opportunity Employer. We are committed to providing equal employment opportunities to all qualified individuals, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. We ensure that all employment decisions are made without discrimination. For additional information regarding your rights as an applicant, please refer to the U.S. Equal Employment Opportunity Commission poster.

### **Conviction History Background Check**

This position requires fingerprinting and a background check due to the nature of the responsibilities. TPA is an equal opportunity employer and considers applicants with conviction histories. We review all background information within the context of the job requirements. Employment may be contingent upon the successful completion of the background check.

### **Misconduct Disclosure Requirement**

As part of the employment process, the final candidate who accepts a conditional offer of employment will be required to disclose any final administrative or judicial decisions within the past seven years that found them responsible for misconduct. Additionally, candidates must



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disclose if they have received notice of allegations or are currently under investigation in any administrative or disciplinary proceedings involving misconduct, or if they left a previous position while under investigation or after receiving notice of such allegations.

"Misconduct" is defined as any violation of workplace policies or laws, including but not limited to sexual harassment, sexual assault, other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the applicant's previous employer. For reference, our institution adheres to policies that address these behaviors.

### **Job Description Disclaimer:**

This job description is intended to provide a general overview of the responsibilities and qualifications for the Elementary School Teacher role. It is not an exhaustive list of all duties and may change at any time, with or without notice.