

### EMPLOYEE JOB DESCRIPTION

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| <b>JOB TITLE:</b>   | Elementary Teacher   |
| <b>DEPARTMENT:</b>  | Education  |
| <b>CLASSIFICATION:</b><br>Exempt / Nonexempt  | FLSA Exempt  |
| <b>REPORTS TO:</b>  | Head of School   |
| <b>SUPERVISORY RESPONSIBILITY:</b>  | Yes  |
| <b>POSITION TYPE AND EXPECTED HOURS OF WORK</b><br>full time or part time<br>typical work hours and shifts<br>days of week<br>overtime expectations | Fulltime<br>Monday through Friday<br>Ten Months - August through June<br><br>Due to Covid-19, during 20-21 school year, flexibility with instructional delivery and schedule is expected. Beginning January 2021, teachers will be conducting in-person instruction. |
| <b>REVIEWED/REVISED DATE:</b>   | December 2020  |

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| <b>REQUIRED EDUCATION:</b>                                 |
| Minimum of a Bachelor Degree in Education or related field |

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| <b>REQUIRED LICENSE:</b>       |
| Florida State teaching license |

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| <b>REQUIRED CERTIFICATIONS:</b>  |
| Florida Department of Education Certification in Pre-kindergarten -3 <sup>rd</sup> Grade or Kindergarten - 5 <sup>th</sup> Grade<br>CPR/First Aid for Infant through Adult |

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| <b>REQUIRED WORK EXPERIENCE (YEARS):</b>  |
| At least one or more years of experience in an educational program for school age children. |

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| <b>REQUIRED QUALIFICATIONS:</b>  |
| <ul style="list-style-type: none"> <li>• Demonstrate knowledge and understanding of early childhood education “Best Practices” in federal and/or state standards, and content-specific subject matter.</li> <li>• Provide a warm, nurturing, safe and loving environment where self-concepts are enhanced, independence encouraged, and individuality respected.</li> <li>• Computer skills as required for the position.</li> </ul> |

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| <b>PREFERRED QUALIFICATIONS:</b>  |
| <ul style="list-style-type: none"> <li>• Experience with project-based learning and arts integrated instruction.</li> </ul> |

- Knowledge of Multiple Intelligences and utilizing to design lessons.
- Knowledge and comfort level with educational technology and applications. Experience with Google platform.
- Experience documenting student learning in individualized learning plans and progress reports.
- Experience as a peer coach or team leader.
- Experience designing and teaching virtual lessons.

**JOB SUMMARY/PURPOSE (1325 Character Max):**

To create and maintain an engaging, developmentally appropriate classroom atmosphere conducive to learning and to provide positive educational experiences for all students.

**ESSENTIAL JOB FUNCTIONS**

Essential job functions are the fundamental job duties of the position. A job function may be considered essential because the reason the position exists is to perform that function, there are a limited number of employee available among whom the performance of that job description can be distributed, and/or the function may be highly specialized. Evidence of whether a particular function is essential includes, but is not limited to, the amount of time spent on the job performing the function and the consequences of not requiring the incumbent to perform the function.

**ESSENTIAL JOB FUNCTION (1): Instruction, Assessment and Evaluation**

- Plan, align, implement, evaluate, and individualize effective instruction and assessment in a variety of learning environments, including weekly developmentally appropriate lesson plans and child portfolios.
- Use appropriate instructional strategies, books, and materials that reflect each student's culture, learning styles, unique needs, and socio-economic background.
- Use appropriate techniques, strategies, books, and materials, which promote and enhance critical, creative, and evaluative thinking capabilities of students. Create projects designed to enhance instruction.
- Meet course and school-wide student performance goals.
- Use assessment strategies (traditional, authentic, and alternative) which are aligned with the curricula and standards to assist in the continuous development of the learner.
- Maintain grade books.
- Utilize data to inform instruction and meet the differentiated needs of the students.
- Use an understanding of learning and human development to provide a positive learning environment which supports the intellectual, personal, and social development of all students.
- Models and reinforces self-discipline and responsibility.
- Establish a classroom management system that maintains appropriate discipline and creates a positive learning environment in which students are actively engaged in learning, social interaction, cooperative learning, and self-motivation.
- Conduct parent conferences to help parents/families to become full partners in the education of their own children.
- Work with peers, parents, community, and other stakeholders in the continuous improvement of the educational experiences of students.
- Integrate appropriate technology in the teaching and learning processes.
- Use effective communication techniques with students, parents, and all other

stakeholders.

- Treat students kindly, considerately, and humanely, administering discipline in accordance with regulations of Madelaine Halmos policies and the state of Florida.
- Attend school events outside regular school hours including, but not limited to: Parent/teacher conferences, arts performances, student or family socials, open houses and special events.

**ESSENTIAL JOB FUNCTION (2): Professional Development**

- Engage in planned, quality professional development and continuous improvement for self and school.
- Attend conferences relating to education as may be required by law, by the Department of Education, or Madelaine Halmos Academy/Jack & Jill Children’s Center.
- Review current developments, literature and technical sources of information related to job responsibility.

**ESSENTIAL JOB FUNCTION (3): Compliance**

- Keep records, prepare and submit reports as may be required by law, by regulations of the state, Broward County Public Schools, or Madelaine Halmos Academy/Jack & Jill Children’s Center.
- Give instructions in and hold, under the direction of the Head of School, fire and emergency drills as may be prescribed by law, by regulations of the state/local county licensing and as otherwise may be deemed necessary.
- Fulfill the terms of any written contract, unless released from the contract by Jack & Jill Children’s Center, and adhere to Code of Ethics and Principles of Professional Conduct of Florida Department of Education.
- Account for all school property (keys, records, reports, personal computers, digital devices, etc.) to the Head of School or to the Chief Program Officer as may be prescribed by regulations of Madelaine Halmos Academy/Jack & Jill Children’s Center.
- Perform and promote all activities in compliance with equal employment and nondiscrimination policies.
- Ensure adherence to good safety procedures.

**MARGINAL JOB FUNCTIONS**

These are non-essential job functions.

**MARGINAL JOB FUNCTION (1):**

- See that the school building, and all things pertaining thereto, are not unnecessarily defaced or injured.
- Perform other duties as assigned by the Head of School.

**ADA CRITERIA**

| PHYSICAL REQUIREMENTS | DESCRIPTIONS   | FREQUENCY<br>(O) = 1-33%<br>(F) = 34-66%<br>(C) = 67-100%<br>OF TIME | HOURS/DURATION<br>AT A TIME | DISTANCE | WEIGHT |
|-----------------------|--|--|-----------------------------|----------|--------|
| Standing              | Remaining on one’s feet in an upright position at a work station | F  | 3                           | N/A      | N/A    |

|                 |  |   |     |         |           |
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|                 | without moving about.  |   |     |         |           |
| Sitting         | Remaining in a seated position.  | F | 2   | N/A     | N/A       |
| Walking         | To move about on foot or traverse work area.                                     | F | 3   | N/A     | N/A       |
| Pushing/Pulling | May include office drawers, carts.   | O | N/A | 25 feet | 25 pounds |
| Lifting         | Raising or lowering an object from one level to another.                         | O | N/A | 25 feet | 25 pounds |
| Carrying        | Transporting an object, usually holding it in the hands or arms, or on shoulder. | F | N/A | 25 feet | 25 pounds |

| PHYSICAL REQUIREMENTS          | DESCRIPTIONS   | FREQUENCY<br>(O) = 1-33%<br>(F) = 34-66%<br>(C) = 67-100%<br>OF TIME |
|--------------------------------|--|--|
| Squatting                      | To sit in a low or crouching position with the legs drawn up closely beneath or in front of the body; sit on one's haunches or heels.                                  | O  |
| Kneeling                       | To bear weight on one or both knees.   | O  |
| Crawling                       | To move freely on hands and knees.   | O  |
| Bending/Stooping               | To bend the head and shoulder, or the body, forwards and downward from an erect position. May also include side or backward bending of the spine.                      | O  |
| Climb Stair                    | To go up or ascend, by using the hands and feet or feet only.  | O  |
| Climb ladder                   | To go up or ascend, by using the hands and feet or feet only.  | O  |
| Driving                        | Operate a motorized vehicle.   | O  |
| Reaching Overhead              | To touch or grasp by extending a part of the body such as a hand).   | O  |
| Hand: Grasping                 | To seize and hold one or more objects in one's hand(s). To work with the hands in placing/turning motions.   | O  |
| Hand/Finger: Fine Manipulation | To manipulate small objects rapidly and/or accurately.   | C  |
| Hearing                        | Ability to distinguish between different tones in person and through electronic devices, and understand meaning of words associated with them. To comprehend language. | C  |
| Speaking/Talking               | Ability to express or communicated by voice words and ideas to others.   | C  |
| Communication                  | Ability to understand meanings or words and to use words effectively in order to clearly present information or ideas.   | C  |
| Vision                         | Ability to perceive or comprehend through sense of sight, including the ability to read words and recognize symbols.   | C  |
| Color Vision                   | Ability to perceive or comprehend colors through the sense of sight and distinguish between colors.  | C  |

**WORK ENVIRONMENT AND TRAVEL** - work environment; temperature, noise level, inside or outside, or other factors that will affect the person's working conditions while performing the job; along with the percentage of travel time expected for the position.

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| <b>ENVIROMENTAL CONTITIONS:</b> | <b>FREQUENCY<br/>(O) = 1-33%<br/>(F) = 34-66%</b> |
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| Job requires exposure to the following:             | (C) = 67-100% OF TIME |
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| Blood and/or fluids                                 | 0                     |
| Latex   | 0                     |
| Extreme noise (interferes with normal conversation) | 0                     |
| Wet or humid conditions (non-weather)               | 0                     |
| Extreme heat (non-weather)                          | 0                     |
| Extreme cold (non-weather)                          | 0                     |
| Hazardous waste                                     | 0                     |
| Fumes or airborne particles                         | 0                     |
| Toxic or caustic chemicals                          | 0                     |
| Risk of radiation                                   | 0                     |
| Risk of electrical shock                            | 0                     |
| Work near moving mechanical parts                   | 0                     |
| Vibration   | 0                     |
| Work in high, precarious places                     | 0                     |
| Grease or oil                                       | 0                     |
| Outdoor weather conditions                          | 0                     |

**EEO**

**STATEMENT**

Jack & Jill Children’s Center is an equal opportunity employer. All employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and/or employees without regard to race, color, religion, creed, gender, gender expression, age, national origin, sexual orientation/preference, marital status, pregnancy, disability, veteran’s status, or any other characteristic protected by law. In addition to federal law requirements, Jack and Jill complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description has been approved by all levels of management:

Manager/Director \_\_\_\_\_ HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_