

**FLAGSTAFF UNIFIED SCHOOL DISTRICT NO. 1**  
**Position Description**

**Position Title:** TEACHER (3<sup>RD</sup> Grade Teacher)

**Supervisor:** Principal at Assigned Location

**SUMMARY OF FUNCTION:** Demonstrate the competencies and behaviors needed to improve student preparedness and mastery and to support the core values, vision, and mission of the Flagstaff Unified School District

**GENERAL DUTIES AND RESPONSIBILITIES:**

- Demonstrates mastery of related subject matter, instructional skills, and resource materials for course(s) taught.
- Creates lesson plans, aligned with current state and district standards, which drives instruction through formative assessment and differentiation.
- Maintains a safe, organized classroom, which supports students' independent learning, collaboration and choice.
- Utilizes a variety of effective instructional and management techniques.
- Provides a variety of assessments and uses assessments for planning and instruction
- Provide consistent, immediate feedback to student learning and asks analytical questions that elicit students' responses that incorporate prior knowledge, life experience and interests that are directly related to the content objective.
- Monitor and maintain a positive classroom environment that supports the school wide behavior expectation in which most students are engaged, incorporates mutual respect and provides cooperative learning opportunities.
- Uses available technology/instructional media to enhance the students' learning experiences.
- Establishes and maintains appropriate relationships with students, parents, staff, and community members by communicating in a tactful, courteous, and confidential manner.
- Appropriately communicates and interacts with other professional staff in academic planning and school committee work.
- Attends and participates in staff meetings and extra-curricular/school related activities and committees.
- Demonstrates a commitment to continuous professional growth and works with administrator to formulate and complete professional development plans.

- Maintains a professional appearance, and demonstrates behavior that is conscientious and responsible.
- Engages Parents and guardians in the education of their children.
- Does not engage in discriminatory practices on any basis, including race, origin, gender, socio-economic status, disability, religion, or political beliefs.
- Performs other job-related duties as assigned by the site administrator.

#### **KNOWLEDGE AND SKILLS:**

- Knowledge and application of Flagstaff Unified School District and departmental policies and procedures
- Knowledge and application of appropriate teaching strategies and methods
- Skill in establishing and maintaining effective working relations with co-workers, vendors, students, parents, the general public and others having business with the school district
- Skill in operating a personal computer utilizing a variety of software applications and equipment

#### **OTHER REQUIREMENTS:**

- Specialized teaching assignments may require additional training and/or certification.
- Must be able to pass an initial fingerprint and background clearance check and maintain a valid fingerprint clearance card at all times when in the classroom.
- May be required to demonstrate fluency in foreign language(s) as well as English (written& oral)
- May be required to lift and carry heavy, bulky supplies and materials weighing up to 20 pounds.
- May be required to work outside normal working hours.
- May be required to travel to perform work functions.

#### **CERTIFICATION:**

**Applicants must be appropriately certified AND highly qualified.** To be appropriately certified and highly qualified, successful candidates must hold a current teaching certificate issued by the Arizona State Department of Education. They must meet the following criteria:

##### **Elementary Teacher 1-3 grade**

Hold a valid Early Childhood Education Certificate (Birth to Age 8 or Grade 3) **OR**

Elementary K-8 Certificate **OR** Elementary 1- 8 Certificate **OR** Special Education Certificate with the Early Childhood Endorsement

##### **AND**

Meet SEI requirements (or hold full ESL Endorsement or Bilingual Endorsement)

##### **AND**

A valid Arizona Dept. of Public Safety IVP Fingerprint Clearance Card

##### **AND**

Proof of passing score on Elementary education subject knowledge and Elementary professional knowledge exams (or in some cases, the HOUSSE documentation or Teacher Reciprocity exam).

##### **AND**

Proof of passing score on subject knowledge and professional knowledge exams (or in some cases, the HOUSSE rubric documentation or Teacher Reciprocity exam).