

Cape Girardeau Public School District No. 63
Job Description

Job Title: Communication Arts Teacher

Terms of Employment: 9-month contract; 183 days

FLSA Status: Exempt

Reports To: Principal

Brief Description of Position:

The Communication Arts teacher is responsible for providing language arts instruction, guided practice, assessments, remediation, and enrichment through a variety of learning opportunities and ensure a positive, successful educational experience for students.

Required Qualifications:

- Bachelor's degree in the areas of teaching assignment
- Valid Missouri Teacher Certificate in Elementary Education, Grades 1 - 6
- Successful student teaching
- Excellent oral and written communication skills
- Skills in human relations, leadership and conflict management
- Demonstrate the ability to work with diverse and multi-cultural populations
- Knowledgeable of teaching techniques that meet the diverse needs of students
- Demonstrate skills in computer word processing, spreadsheets and data bases
- Experience in formative assessments, cooperative learning techniques, and data analysis

Preferred Qualifications:

- Working knowledge of Professional Learning Communities
- Reading Certificate

Essential Duties and Responsibilities:

- Develops a program of study in language arts, including areas such as English, communications arts and theatre, which meets individual needs, interests and abilities of students.
- Instructs students in the area of language arts by lecturing, demonstrating and using audiovisual aids and other materials to supplement presentations.
- Prepares course objectives and outlines for course of study following curriculum guidelines or requirements of state and school.
- Assigns lessons, corrects homework and provides students with positive feedback and constructive criticism on assignments.
- Administers tests to evaluate student's progress, records results, and issues reports or conducts meetings to inform parents of progress.
- Establishes and enforces rules for behavior and procedures for maintaining order among the students for whom they are responsible.

- Keeps attendance records.
- Maintains discipline in the classroom.
- Recognizes and refers students encountering medical, physical and/or psychological problems seeking the assistance of district specialists as required.
- Establishes and maintains appropriate working relationships by actively communicating with parents.

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between locations will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____

Date: _____

Reviewed by: _____
Human Resource Coordinator

Date: _____

Revised: August 2013