

SAMPLE JOB DESCRIPTION

Employer: XYZ Elementary School

1. Job Title: Elementary/Middle School Teacher
2. Education and Experience Required: A baccalaureate or higher degree in elementary education and appropriate state teaching credentials and license.

Work hours: 8:00 AM to 3:30 PM, Monday-Friday during school year.
3. Overtime: Position requires grading of papers and class preparation after school or at home, twice a year parent conferences, and occasional supervision of special after school activities
4. General Description of Job:
 - Lectures, demonstrates, and uses audiovisual aids and computers to present academic, social, and motor skill subject matter to class.
 - Teaches subjects such as math, science, or social studies.
 - Teaches rules of conduct and maintains discipline and a suitable learning environment in classroom and on playground.
 - Prepares course objectives and outlines, following curriculum guidelines/requirements of state and school.
 - Prepares, administers, and scores tests.
 - Assigns, reviews, and grades lessons.
 - Keeps accurate records of student grades and attendance and prepares reports every eight weeks.
 - Evaluates student performance and discusses with parents.
 - Supervises outdoor and indoor play activities.
 - Counsels students as needed for adjustment and academic problems.
 - Consults with school principal regarding students' unresolved adjustment and academic problems.
5. Ability to operate the following: Office Equipment, overhead projector, photocopier, computer, and printer.
6. Vehicles or Moving Equipment Driven as Part of Job: N/A
7. Amount of Each Day Spent: **Standing** 50 % **Walking** 30 % **Sitting** 20 % **Total** 100%
8. Employee Works: **Inside** 95 % **Outside** 5 %

9. Physical Activity Required To Perform Job: This information should be provided to physician performing fit-for-duty and/or pre-employment physical.

Please Rate: F= Frequently O= Occasionally S= Seldom

While performing job, employee required to	How Often
Twist	O
Stoop/Bend	F
Squat	S
Kneel	S
Crawl	S
Climb Ladders	S
Climb Stairs	O
Walk on uneven ground	F

Physical Activity Required	Total Hours Performed Daily					
	Never	Less than 1	1-2	3-4	5-6	7-8
Lifting under 10 pounds				X		
Lifting 10-25 pounds		X				
Lifting 25-50 pounds	X					
Lifting over 50 pounds	X					
Carrying under 10 pounds				X		
Carrying 10-25 pounds		X				
Carrying 25-50 pounds	X					
Carrying over 50 pounds	X					
Pushing/Pulling under 10 pounds	X					
Pushing/Pulling 10-25 pounds	X					
Pushing/Pulling 25-50 pounds		X overhead projector cart				
Pushing/Pulling over 50 pounds	X					
Reaching above shoulder height			X			
Reaching at shoulder height			X			
Reaching below shoulder height			X			
Talking						X
Hearing						X
Vision						X

10. Working Environment: Classrooms have a teacher to student ratio of 1:20. Classrooms are air-conditioned with tile floors. Playground has concrete and grassy surfaces.

11. Possible Job Modifications:

- Teacher can assign a student helper to move the overhead projector cart and hand out/collect student papers.
- Teacher can alternate sitting and standing as needed.
- Teacher can utilize overhead projector to reduce reaching required for writing on the blackboard.
- Teacher can be exempted from playground duty or after school activity supervision on a temporary basis.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date