



Job Title: Pre-K through 3rd Grade School Teacher

Department: School Improvement/School Operations

Reports to: Site Administrator

Compensation: Teacher's Salary Schedule

Number of Days: Teacher's Schedule

Overtime Status: Exempt

Date Job Revised: March 2, 2004

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: Creating a flexible kindergarten or elementary grade program and a class environment favorable to learning and personal growth; establishing effective rapport with pupils; motivating pupils to develop skills, attitudes and knowledge needed to provide a good foundation for upper elementary grade education, in accordance with each pupil's ability; and establishing good relationships with parents and with other staff members.

Minimum Qualifications/Job Requirements:**Education:**

- Bachelor's Degree

Specialized Knowledge, Licenses, etc.:

- Oklahoma Teaching Certification in Elementary Education, Oklahoma Teaching Certification in Early Childhood Education or applicable teaching fields

Other:

- Ability to work cooperatively and collaboratively with others, demonstrate self-discipline and initiative, follow state and district guidelines

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Teaches reading, language arts, social studies, mathematics, science, art, health, physical education, and music to pupils in a classroom, using the course of study adopted by the Oklahoma State Department of Education and Tulsa's Board of Education and any other appropriate learning activities
- Instruct pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district
- Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil with the identified objectives
- Translates lesson plans into learning experiences so as to best utilize the available time for instruction
- Utilizes grading patterns that are fairly administered and based on identified criteria
- Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom. Treat pupils with respect and dignity
- Evaluates pupils' academic and social growth, keeps appropriate records, and prepares progress reports
- Communicates with parents through conferences and other means to discuss pupil's progress and interpret the school program. Interacts with pupils, staff and parents in a positive and professional manner
- Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems
- Establish rapport with pupils and provides a pleasant, safe, and orderly climate conducive to learning
- Actively participate in full implementation of the TPS model for School Improvement
- Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities
- Supervises pupils in out-of-classroom activities during the assigned working day
- Displays ability to work collaboratively with others on a team
- Performs other tasks, duties, or services consistent with this position as assigned

Supervisory Responsibilities:

- This role does not directly supervise any individuals

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Regular school/classroom environment
- Normal effort of occasional periods of moderate physical activity

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.