

4th Grade Teacher Job Description FY27

Open until filled

MINIMUM QUALIFICATIONS

- Bachelor's degree in education
- Any equivalent combination of training, education or experience that meets the minimum qualifications and state certification requirements will be accepted.
- Valid Arizona Teaching Certificate
- Literacy K-5 Endorsement – if certified prior to August 1, 2025, teachers are required to obtain the endorsement by August 1, 2028. If certified on or after August 1, 2025, teachers are required to obtain endorsement within 3 years of certificate issuance.

RESPONSIBILITIES

1. Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.
2. Observe and evaluate students' performance, behavior, social development, and physical health.
3. Prepare materials and classrooms for class activities.
4. Adapt teaching methods and instructional materials to meet students' varying needs and interests.
5. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate
6. Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
7. Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
8. Assign and grade class work and homework.
9. Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.
10. Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
11. Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.
12. Guide and counsel students with adjustment and/or academic problems, or special academic interests.
13. Prepare and implement remedial programs for students requiring extra help.
14. Prepare objectives and outlines for courses of study, following curriculum guidelines.
15. Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
16. Enforce administration policies and rules governing students.
17. Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
18. Meet with other professionals to discuss individual students' needs and progress.

19. Use computers, audiovisual aids, and other equipment and materials to supplement presentations.
20. Prepare for assigned classes, and show written evidence of preparation upon request of immediate supervisors.
21. Collaborate with other teachers and administrators in the development, evaluation, and revision of elementary school programs.
22. Prepare reports on students and activities as required by administration.
23. Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.
24. Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, and storytelling.
25. Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
26. Attend staff meetings, and serve on committees as required.
27. Administer standardized ability and achievement tests, and interpret results to determine student strengths and areas of need.
28. Supervise, evaluate, and plan assignments for teacher assistants and volunteers.
29. Select, store, order, issue, and inventory classroom equipment, materials, and supplies.
30. Provide differently abled students with assistive devices, supportive technology, and assistance as needed.
31. Other duties as assigned.

TERMS/BENEFITS

179-day contract; medical, dental, vision, 10 sick days, 2 personal days, mandatory participation in Arizona State Retirement System, Voluntary 457b.

CLEARANCES

- Criminal Background Clearance
- Valid Arizona IVP Fingerprint Clearance Card

Salary Range

Depends on Education and/or Experience – see Certified Salary Schedule

Pomerene School District does not discriminate in admission or access to, or treatment or employment in its educational programs or activities on the basis of race, color, age, gender, gender identity or expression, religion, creed, national origin, marital status, sexual orientation, disability, veteran status or genetic information. The district also provides equal access to its facilities to the Boys Scouts and other designated youth groups, as required by the Boys Scouts of America Equal Access Act. Inquiries or complaints concerning Title VI, VII, IX, Section 504, and Americans with Disabilities Act may be referred to the PESD Title IX and Section 504 Compliance Officer: Mike Sherman, 1396 N. Old Pomerene Rd. Pomerene, AZ 85627; msherman@pomereneschool.org; (520) 586-2407.