



## Job Description

**Job Title:** Part Time Elementary Specials Teacher Music/Art

**Salary Range:** [Salary Schedule](#) based on FTE

Potential For additional duty pay for club or activity sponsorship

Benefits offered include medical, dental, vision, life insurance, voluntary short-term disability, CO Pera Retirement, Jeffco Empower Retirement, Paid Time Off, and a Family Wellness Benefit

**FLSA Status:** Exempt

**Work Year:** 185 Days

**Location:** Elementary Campus

**Reports to:** Principal

### Summary

Responsible for establishing, instructing, and maintaining a learning environment for students – aligning to Colorado State Standards and using the Core Knowledge curriculum. Prepare lessons that meet and exceed standards, collaborate with grade-level teams to extend the learning objectives and prepare engaging units that encourage students to utilize critical thinking skills, collaborative discussions and imagination.

### Essential Duties and Responsibilities

- Demonstrate mastery of related subject matter, instructional skills, and resource materials for specific specials content areas (P.E., Art, Music, Band, Technology, CKC).
- Create lesson plans that drive instruction through formative assessment and differentiation.
- Maintain a safe, organized classroom that supports students' learning and collaboration.
- Monitor and maintain a positive classroom environment that supports school-wide behavior expectations.
- Establish and maintain appropriate relationships with students, parents, staff, and community members by communicating in a tactful, courteous, and confidential manner.
- Attend all professional development days, parent-teacher conferences, and staff meetings.
- Specials Teachers may be asked to perform other duties upon request from the Principal.

### Education and Experience

Bachelor's or Master's Degree in Education is required. Completed Elementary PLACE or Praxis II required. 2-3 years of elementary teaching experience is preferred. Prior experience teaching with Core Knowledge is preferred.

### Certificates, Licenses, Registrations

Current Colorado-certified teaching license with an Elementary endorsement or ability to obtain Colorado license is required.

### Skills, Knowledge, and Equipment

Ability to be flexible and collaborate with a team. Active listening and problem-solving skills. Well-developed interpersonal, communication, and presentation skills. Ability to work with groups of students. Ability to work independently. Excellent prioritization and organization skills. Basic computer skills and ability to operate office equipment.

### Supervisory Responsibilities

The Intermediate Physical Education Teacher has no supervisory responsibilities.

**Decision Making**

Work is primarily assigned by the Elementary Principal. This position requires the ability to make decisions and follow instructions of the Elementary Principal and school guidelines. Errors in decision making could lead to incorrect grades on papers, improper instructions for students, or improper behavior management of students. Decision making requires collaboration with the teaching staff. Work is guided by school policies and procedures.

**Physical Demands**

The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment**

The work environment described here represents what an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I understand and agree to perform the duties listed above.

Signature: Date: Printed Name: