



Norfolk Public Schools

The cornerstone of a proudly diverse community

Job Announcement

Job Title: Elementary Classroom Teacher

Posting Date: 5/10/2016

Closing Date: Date (If Applicable)
 Open Until Filled

Job Type: Full-Time and Permanent.

Contract: 7.33 hours/day
200 days/year
10 months/year

Location: Various

Pay: Hourly In the Amount of: \$
 In the Range of: \$ - \$.
 Salary In the Range of: \$ - \$.
 Placement on Appropriate Grade and Step

Minimum Qualifications

- Bachelor's degree in elementary education.
- Tuberculin Skin Test certifying that the individual is free of contagious tuberculosis.
- Eligible for, or in possession of, appropriate Virginia Teaching Certificate.
- Has considerable knowledge of the principles and methodology of effective teaching.
- Demonstrates a working knowledge of the English language in written and verbal content.
- Demonstrates an understanding and working knowledge of elementary mathematics skills that are compatible with the curriculum and district mathematics strategic plan.
- Demonstrates the skills necessary to teach reading in a manner compatible with the curriculum and district elementary reading plan.
- Knowledge in the use of personal computers.

Nature of Position

- Teaches reading, language arts, social studies, mathematics, and science to pupils in a classroom, utilizing course of study adopted by the appropriate authorities.
- Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.

Department of Human Resources
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- Develop lesson plans and instructional materials and provides differentiated instruction in order to adapt the curriculum to the needs of each pupil.
- Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
- Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
- 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.
- Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude and learning problems.
- Creates and effective environment for learning through functional and attractive displays, bulletin boards, and learning centers.
- Maintains professional competence through educational in service activities provided and/or self-selected and through other professional growth activities.
- Participates cooperatively with the appropriate administrator in the implementation of the personnel evaluation process.
- Maintains required inventory records.
- Supervises pupils in out-of-classroom activities during the assigned work day.
- Administers standardized test in accordance with established procedures.
- Participates in curriculum development programs as required.
- Participates in faculty committees and the support or sponsorship of pupil activities.
- Above-average amount of walking, bending, standing stooping, lifting.
- Work involves exposure to normal everyday hazards encountered in a school.
- Work is performed in a classroom and involves no unusual demands.

Staffing Contact

- D. Timothy Billups, SHRM-CP, PHR, IPMA-CP – Executive Director - Administrative Personnel
- Mandi Cumpston, M.Ed – Human Resources Generalist – Resource and Special Education Personnel
- Sonja Hale, Ed.S. – Human Resources Generalist – Elementary Education Personnel
- Amanda Schilling, M.Ed. – Human Resources Generalist – Guest Teacher Personnel
- Frank C. Scott, SPHR – Human Resources Generalist – Classified Personnel
- Michael Sheets, Ed.S. – Human Resources Generalist – Secondary Education Personnel

The *mission* of Norfolk Public Schools, the cornerstone of a proudly diverse community, is to ensure that all students maximize their academic potential, develop skills for lifelong learning and are successful contributors to a global society, as distinguished by:

- Courageous advocacy for all students
- Family and community investment
- Data-driven personalized learning
- Strong and effective leadership teams
- Shared responsibility for teaching and learning
- Access to rigorous and rewarding college and career readiness opportunities