

<b>Job Description</b>	
<b>Title:</b>	Elementary Teacher
<b>Reports to:</b>	NPES Principal
<b>Employee Classification:</b>	Ten month

**Summary of Position:**

The Elementary Teacher will be responsible to provide an effective educational program that supports children’s learning and is appropriate to the development age of children attending Napi’s Playground Elementary School (NPES). The incumbent shall have comprehensive knowledge of the Alberta School Act, the Teaching Profession Act, the Alberta Teacher Quality Standards and Piikanissini.

**Duties & Responsibilities:**

- use *Alberta Education Program of Studies Educational Outcomes* to plan, prepare and deliver instructional activities that facilitate active learning experiences
- implement *Alberta Teacher Association Teacher Quality Standards Knowledge, Skills and Attributes*
- infuse planning documents and lessons with Piikani ways of knowing/*Piikanissini*
- adhere to *Peigan Board of Education Policy*
- establish and communicate clear outcomes for all learning activities
- provide a variety of learning materials and resources for use in educational activities
- identify and select instructional resources and methods to meet students' varying needs
- instruct and monitor students in the use of learning materials and equipment
- use relevant technology to support instruction
- observe and evaluate student's performance and development
- provide appropriate feedback on work
- encourage and monitor the progress of individual students
- participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations
- participate in school meetings (staff, parent, committee, divisional, specialist, collaborative)
- communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs including attending Parent Teacher Interviews
- keep updated through professional development in subject area, teaching resources, methods and new school initiatives and make relevant changes to instructional plans and activities
- develop long and short range plans, daily lessons plans, and scope and sequence for each course including assessments practices
- prepare classroom for class activities
- refer, participate and plan assessments of students requiring Special Education/Learning Support services
- plan and deliver differentiated instruction to students whose learning support requires such teaching as identified in student Individual Program Plans (IPP)
- assign and grade class work, homework, tests and assignments
- maintain accurate and complete records of students' progress and development
- update all attendance records, grading reports, report cards, anecdotal records regularly, accurately and completely

- prepare required reports on students and activities
- manage student behavior in the classroom by establishing and enforcing rules and procedures
- maintain discipline in accordance with the rules and disciplinary systems of the school
- apply appropriate disciplinary measures where necessary
- perform certain learning support duties including student support, counseling students with academic problems and providing student encouragement

### **Education and Requirements**

- Bachelor of Education or higher from an accredited institution
- Alberta Education Teaching Certification – Interim or Professional
- Early Childhood Education Diploma
- Criminal Record Check and Intervention Check
- Demonstrated knowledge of Blackfoot Language and Culture

### **Key Competencies**

- compassion and empathy
- self-motivation and initiative
- verbal and written communication skills
- attention to detail and high work standards
- problem solving and decision making
- organizing and planning
- flexibility and adaptability