

## **Primary Grade Teacher - Job Description**

A primary grade teacher assists in creating a favorable and friendly environment that will assist in better learning and personal development by establishing a rapport with students. The Primary grade teacher is responsible for motivating and encouraging the students to develop their skills and knowledge that would create a basic foundation for future learning.

1. To teach students to gain knowledge and techniques to develop their reading and writing skills, to make them understand the basic concepts of mathematics and science, to teach social studies, arts, music, physical education, etc., through established techniques and by adhering to the rules and regulations of the educational institute
2. To develop the course curriculum and make suggestions to modify it so that it will help the students to understand the subjects in a better way and introduce new learning techniques
3. To utilize and develop lesson plans and instructional materials by organizing various activities like quizzes, competitions, group discussions, etc.
4. To make the lesson plans interesting so that there is optimal use of time that is being used for instruction
5. To make sure that the students follow discipline and that their behavior assists in achieving the functional learning environment essential for better understanding and grasping
6. To identify the student's individual needs, communicate it to the parents, and help them in resolving their learning problems and sorting out their personal issues

The teacher ensures effective execution of various educational activities, maintains the attendance records of the students, constantly monitors and tracks the progress of the class students, makes requisitions for various instructional aids, and participates in developing the course curriculum to address the students' requirements. The teacher actively participates in interactions with the parents during meetings to provide a detailed information on their child's progress

### **Essential Skills**

If you have talent for teaching, have an ability to strike a chord with the children, and enjoy being in their company, then you are on the right path for ensuring success. A great deal of patience is required to handle the students in the primary grade, as it is one of the basic steps to mold and groom them to be better individuals. They must be able to motivate and inspire them and should be able to create a friendly learning environment. The primary grade teacher should be a good observer, self-disciplined, a creative thinker, and must be able to present himself or herself as a role model.

### **Educational Background**

A bachelor's degree from an accredited college or university.

Candidates should submit a letter of interest and resume to: Beth Mahoney, Principal, via E-mail [bmahoney@saintstanislaus.com](mailto:bmahoney@saintstanislaus.com) or Fax 508 - 677-1622

If contacted for an interview, candidates will also be asked to submit letters of reference, and - if offered a position - candidates will need to supply a Pastor's or Priest's certification of an active and appropriate faith life and successfully complete a Criminal Background Check including fingerprinting.

References should speak to the candidate's ability to be a dynamic educator with leadership potential; his/her eagerness and enthusiasm in working effectively with capable young people at this level; and to his or her ability to work collaboratively with adult colleagues.