

The Howard County Public School System

Job Analysis

JOB TITLE: Elementary School Teacher

DOT/O*NET Code: 092.227-010/25-2021.00

POSITION INFORMATION

Summary of Duties: The Teacher at the elementary school level (K-5) is responsible for planning and implementing educational activities, managing the classroom, monitoring students, and evaluating student outcomes. The Elementary Teacher records and maintains student information. He or she is responsible for communicating with all parties involved in the education of the student. The Elementary School Teacher serves on special committees on a volunteer basis, and participates in all required in-service training programs. This is a 10-month position.

Essential Job Functions:

- Prepare/set-up classroom prior to the first day of school.
- Provide an atmosphere and environment conducive to the intellectual, physical, social, and emotional development of children.
- Prepare and implement lessons plans, providing for appropriate learning experiences for each student.
- Research and order classroom instructional materials.
- Coordinate with special education teachers, for instruction and activities for special education students, and attend I.E.P. meetings/504 meetings.
- Establish and enforce classroom rules of conduct; supervise students in a variety of school-related settings.
- Participate in school-wide behavioral programs, document student behavior and make necessary referral.
- Monitor and evaluate student outcomes.
- Maintain student records following established procedures and practices.
- Prepare interim progress reports and quarterly report cards.
- Prepare information sheets for participation in parent-teacher conferences.
- Communicate and interact with students, parents, staff, and the community.
- Accompany students to and from related arts classes, to lunch and from recess.
- Accompany bus riders to the buses after dismissal.
- Monitor use and care of equipment, materials, and facilities.
- Serve on special committees, and fulfill responsibilities of a committee member.
- Attend planning meetings, team meetings, staff meetings, data meetings, and other meetings of groups according to membership in those groups.
- Attend in-service trainings and county workshops.
- Plan and coordinate field trips following established procedures.

- Prepare lesson plans and materials for substitute teachers; include seating charts, class lists, and any special instructions related to students' special needs.
- Create emergency lesson plans as required.
- Provide instructional materials to home and hospital teachers.
- Maintain regular, on-time, attendance.
- Provide materials and guidance to parent volunteers.
- Accommodate visitors to the classroom.
- Knowledge of emergency plans for the school, such as lockdown procedures.
- Participate in fire drills, as required.
- May participate in student teacher/intern program.

Machinery, Tools, Equipment, Work Aids Used:

- Overhead Projectors
- LCD Projectors
- Screens
- Desktop and/or Laptop Computers
- Televisions, Video Cassette Recorders, Cassettes, DVDs
- Carts for moving heavy audio-visual equipment
- Earphones
- Scantron Machine
- Microphone
- Telephone
- Posters
- Maps and charts
- Laminator
- Poster Maker
- Die Cut Machine
- Easel
- Chalkboard; chalk
- Pointer
- Photocopier
- Calculator
- Timer
- Ladder or Stepping Stool
- Math Manipulatives
- Science Kits
- Books
- Paper; Writing implements
- Tape, adhesive, thumb tacks
- Stapler
- Art supplies
- Magnets
- Storage Containers
- Walkie-Talkies

Products/Materials Handled:

- Checks or cash sent in by parents for special activities.
- All items listed above under machinery, tools, equipment, work aids used.

EDUCATIONAL/VOCATIONAL PREPARATION

- Bachelor's Degree in a related field

REQUIRED CERTIFICATES/LICENSES

- Current Maryland State Teaching Certification
- Fulfill requirements to maintain certification

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of subjects in the curriculum.
- Knowledge of principles and methods for curriculum design and presentation.
- Understanding of differences in ability and differences in learning styles.
- Skill in conveying information effectively to different ability levels and learning styles.
- Skill in developing or selecting and using instructional methods and materials.
- Ability to use logic and reasoning to appropriately handle problems that arise.
- Ability to communicate effectively both orally and in writing, to students, parents, and staff members.
- Ability to effectively manage the classroom.
- Ability to maintain a positive attitude and calm manner.
- Ability to remain flexible with changes in routine or plans.
- Knowledge of computers and software programs.

JOB SITE ENVIRONMENT

Work Site

- Inside: 98%
- Outside: 2%

Temperature Factors

- Exposed to weather conditions when outside of the school building.

Noise Factors

- Occasional noise from large groups of students, bells, or alarm systems.

Vibrations

- N/A

Air Quality Factors

- May be exposed to fumes from laminating machine.

Working Surface

- Flat, tile or carpeted floors
- Stairs
- Ground, cement and paved surfaces outside

PHYSICAL REQUIREMENTS – Elementary School Teacher

Non-Material Handling:							
Not Required		Rarely <1%	Infrequently <8%	Occasionally <33%	Frequently <66%	Constantly >67%	
	N	R	I	O	F	C	
	<i>Description of Requirements at one time and throughout the shift</i>						
Bend				X			Partial bending for 5 to 30 sec at a time to work with children at table height is most common. May be used to store or retrieve files or materials in a low file drawer cabinet below counter height. Alternatives to bending may include sitting on a stool, squatting, and kneeling.
Squat			X				Similar to bending. Alternatives to squatting may include sitting, bending, and kneeling.
Kneel		X					Similar to bending. Alternatives to kneeling may include sitting, bending, and squatting.
Crawl	X						Not required.
Balance				X			Need to be able to negotiate around objects on the floor. Most surfaces are indoors, level and even.
Reach Above Shoulder			X				Needed to store or retrieve files or materials.
Sit				X			Sitting is usually limited to brief periods during the day and for prolonged periods (up to 20 min once a day during reading and 45 min for planning periods). A rolling stool may be used when working with students at their tables. A Back Jack may be used to support back when floor sitting.
Stand					X		Usually performed (alternating with walking) for 75 to 80% of the instruction periods (many tasks can be adapted to sitting).
Walk				X			Usually needed intermittently for brief walking throughout the day with infrequent longer walks. More frequent longer walks may be required depending on activities and location.
Running	X						Not required.
Alternate Sit/Stand				X			Often needed during instructional periods.
Hand Dexterity					X		Needed constantly (examples include turning pages, handwriting, keyboarding, manipulating files, use of the telephone, operating office tools and machines; and manipulating small and medium size objects)
Hand Controls			X				May be needed to operate office equipment.
Foot Controls	X						Not usually needed.
Stair Climb		X					May be needed in some locations to travel between floors. An elevator is usually available.
Ladder Climb		X					May need to use a stepladder when setting up or closing down a classroom.
Driving		X					May be needed for driving to meetings

Material Handling:							
Not Required		Rarely <1%	Infrequently <8%	Occasionally <33%	Frequently <66%	Constantly >67%	
Repetitions per day							
	N	R	I	O	F	C	
	In pounds						
Lift							
Floor to Knuckle		20	10	--	--	--	Needed to handle books, equipment and supplies, or files. Alternatives to heavy lifting include dividing the load, assistance from student aide or custodial worker, or sliding the container. Help is available from the custodial staff for heavy lifting.
10 in. to Knuckle			20	10	5	3	
Knuckle to Shoulder				15	5	1	
Shoulder to Overhead		15	7	5	1	--	
Push		--	15	7	--	--	Needed to open and close doors, and move a cart.
Pull		--	15	7	--	--	
Carry		--	--	20	--	--	May be needed to move books, folders, equipment or supplies. A cart is available.

Printed Name

Signature

Title

Howard County Public School System **JOB ANALYSIS REVIEW**

Date

JOB ANALYSIS PREPARATION

Nancy Forest, M.A. CRC, CCM, CDMS, CLCP
Printed Name

Signature

Senior Rehabilitation Case Manager
Title

First Rehabilitation Resources, Inc.
Company

Date

Michael Caruso, PT, OCS, FAAOMPT
Printed Name

Signature

Industrial Physical Therapist
Title

Occupational Rehabilitation Associates
Company

Date