CENTER GROVE COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION

Position Title	**Teacher, Grade 2**
Building/Department	**Assigned Elementary School**
Supervised & Evaluated By	**Principal or Designee**

Position Details:
Days Per Year: **184**
Hours Per Day: **7.5**

Employment Status:
- ☑ Full-Time Employment
- ☐ Part-Time Employment
- ☐ Temporary Employment
- ☐ Seasonal Employee

Benefit Level:
- ☐ **A Certified Administrators**
- ☐ **B Directors and Coordinators**
- ☐ **C Support Staff**
- ☐ **D "Other" (No Benefits)**
- ☑ **Bargaining Unit**
  Master Teacher Contract

FLSA Overtime Status:
- ☑ Exempt
- ☐ Non-Exempt

Job Description Updated:
9/2025

Minimum Qualifications and Credentials Required:

- Bachelor's Degree; valid Indiana Teaching License
- Exemplary verbal and written communication skills
- Proficient technology skills
- Ability to work independently and with colleagues
- Professionalism in interacting with colleagues, students, and parents or guardians
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Essential Functions:

- Designs and implements appropriate instruction of content area(s)/course(s) assigned in accordance with Indiana state standards, district curriculum, and students' needs
- Creates a positive educational climate for students to learn in an atmosphere of respect and rapport
- Creates and delivers relevant and rigorous lessons that maximize student engagement and achievement, meeting the various needs of all learners
- Utilizes a variety of teaching practices and methodologies that reflect diverse educational, cultural, and linguistic backgrounds in order to meet the individual needs of students
- Observes and evaluates student performance and mastery of standards, monitors student assessment data, and maintains student grades and attendance

- Manages student behavior in the classroom by utilizing effective classroom management strategies and invoking appropriate disciplinary procedures
- Communicates with parents/guardians and school/district personnel regarding student progress and encourages parental/guardian involvement
- Takes all responsible precautions to provide for the health and safety of students and to protect equipment, materials, and facilities
- Confers with parents or guardians, counselors, and administrators to resolve students' behavioral and academic concerns
- Maintain accurate and complete confidential student records as required by laws, district policies, and administrative regulations
- Maintains appropriate certifications and professional development hours as required
- Must participate in Professional Learning Community (PLC) meetings
- Performs any other duties as assigned