



## CENTER GROVE COMMUNITY SCHOOL CORPORATION JOB DESCRIPTION

<b>Position Title</b>	<b>Teacher, Grade 3</b>
<b>Building/Department</b>	<b>Assigned Elementary School</b>
<b>Supervised &amp; Evaluated By</b>	<b>Principal or Designee</b>

<p><b>Position Details:</b> Days Per Year: <b>184</b> Hours Per Day: <b>7.5</b></p>	<p><b>Benefit Level:</b></p> <p><input type="checkbox"/> <b>A Certified Administrators</b></p> <p><input type="checkbox"/> <b>B Directors and Coordinators</b></p> <p><input type="checkbox"/> <b>C Support Staff</b></p> <p><input type="checkbox"/> <b>D "Other" (No Benefits)</b></p> <p><input checked="" type="checkbox"/> <b>Bargaining Unit</b> <i>Master Teacher Contract</i></p>	<p><b>FLSA Overtime Status:</b></p> <p><input checked="" type="checkbox"/> Exempt</p> <p><input type="checkbox"/> Non-Exempt</p>
<p><b>Employment Status:</b></p> <p><input checked="" type="checkbox"/> Full-Time Employment</p> <p><input type="checkbox"/> Part-Time Employment</p> <p><input type="checkbox"/> Temporary Employment</p> <p><input type="checkbox"/> Seasonal Employee</p>		<p><b>Job Description Updated:</b> 9/2025</p>

### 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

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*Mission: We develop knowledgeable, confident, and responsible citizens through inspirational and innovative learning opportunities.*



- 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