



Job Title: Teacher Apprentice

Reports to: Site Administrator
Department: School Improvement/School Operations
Compensation: \$25,000
Overtime Status: Exempt
Date Job Revised: March 1, 2016

Position Summary: The teaching apprentice position allows for an employee pursuing his or her teaching certification to fill a vacant classroom teacher position. This position fulfills all the duties and responsibilities of a certified classroom teacher. This position enhances the employee's learning and personal growth, establishing effective rapport with pupils; motivating pupils to develop skills, attitudes and knowledge needed to provide a good educational foundation; and establishing good relationships with parents and with other staff members.

Minimum Qualifications/Job Requirements:

Education: Bachelor's Degree and an overall grade point average of 2.5 or higher (2.75 for special education).

Specialized Knowledge, Licenses, etc: Must obtain Oklahoma Teaching Certification in Elementary Education or applicable teaching fields within one semester.

Other: Ability to work cooperatively and collaboratively with others, demonstrate self-discipline and initiative, follow state and district guidelines.

Duties and Responsibilities:

- Teaches early childhood, elementary education, special education, reading, language arts, social studies, mathematics, science, art, health, physical education, and music to pupils in a classroom, using the course of study adopted by the Oklahoma State Department of Education and Tulsa's Board of Education and any other appropriate learning activities.
- Instruct pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
- Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil with the identified objectives.
- Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
- Utilizes grading patterns that are fairly administered and based on identified criteria.
- Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom. Treat pupils with respect and dignity.
- Evaluates pupils' academic and social growth, keeps appropriate records, and prepares progress reports.

- Communicates with parents through conferences and other means to discuss pupil's progress and interpret the school program. Interacts with pupils, staff and parents in a positive and professional manner.
- Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
- Establish rapport with pupils and provides a pleasant, safe, and orderly climate conducive to learning.
- Actively participate in full implementation of the TPS teacher evaluation model.
- Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
- Supervises pupils in out-of-classroom activities during the assigned working day

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