

## Upper Elementary School Civic Education Teacher

### Job Description-Reference code 010010

**Category:** Teaching & Learning - Teacher

**Department:** Teaching & Learning Department

#### **General Qualifications:**

- Bachelor's degree in Civic Education, Education, or a related field (Master's degree preferred).
- Teaching diploma or licensure for elementary education with a specialization in Civic Education is preferred.
- Strong knowledge of elementary school civic education curriculum and instructional strategies. (3 years' experience and above)
- Effective communication, interpersonal, and organizational skills.
- Passion for fostering civic awareness and responsible citizenship.

**Reporting:** Civic Education Coordinator for School

**Job Goal:** As the Elementary School Civic Education Teacher for grades 4, 5, and 6, the primary responsibility is to provide comprehensive and engaging instruction in civic education, fostering an understanding of citizenship, democratic principles, and social responsibility. The role involves developing age-appropriate lesson plans, implementing interactive teaching strategies, and creating a positive learning environment that encourages students to become informed and active members of their community. Below are the essential functions and responsibilities:

#### **Essential Functions and Responsibilities**

Curriculum Development and Implementation:

- Develop and deliver well-structured lesson plans aligned with the elementary school civic education curriculum.
- Teach and reinforce fundamental civic education skills, including an understanding of government, citizenship, and community involvement.

Democratic Principles:

- Introduce students to the principles of democracy, emphasizing concepts such as justice, equality, and individual rights.
- Foster an appreciation for democratic values through discussions and activities.

Citizenship Education:

- Cultivate an understanding of responsible citizenship, including the rights and responsibilities of citizens in a democratic society.
- Encourage students to actively participate in their school and local community.

Government Structure:

- Teach students about the structure of government, including local, state, and national levels.

- Explore the roles and functions of government institutions.

#### Social Responsibility:

- Promote social responsibility and ethical behavior among students.
- Encourage community service projects and activities that contribute to the well-being of others.

#### Critical Thinking and Decision-Making:

- Develop critical thinking skills by engaging students in discussions about societal issues and current events.
- Teach decision-making skills to help students make informed and responsible choices.

#### Interactive Learning:

- Incorporate interactive learning activities, simulations, and role-playing exercises to make civic education lessons engaging.
- Utilize multimedia resources to enhance understanding of civic concepts.

#### Field Trips and Community Engagement:

- Organize field trips to government institutions or community organizations to provide real-world exposure.
- Facilitate guest speakers or community leaders to share insights on civic engagement.

#### Assessment and Feedback:

- Implement formative and summative assessments to evaluate students' understanding of civic education concepts.
- Provide constructive feedback to help students apply civic knowledge in various contexts.

#### Integration with Other Subjects:

- Collaborate with other subject teachers to integrate civic education concepts into interdisciplinary projects.
- Connect civic education to other areas of study, such as history, social studies, or language arts.

#### Parental Communication:

- Communicate regularly with parents or guardians to share information about students' progress in civic education.
- Conduct parent-teacher conferences to discuss individual student performance and growth.

- Civic Engagement Initiatives:

- Encourage and facilitate students' involvement in civic engagement initiatives, such as student government or community projects.
- Promote awareness of civic responsibilities beyond the classroom.

**Term of Employment:** One - Year Contract renewable yearly by written notice and mutual agreement.

#### **Evaluation Method**

The Upper Elementary School Civic Education teacher shall teach the Civic Education Curriculum assigned for its section to the students. The Teaching & Learning Director will drive the evaluation process according to the defined procedure. The KPIs for measuring the effectiveness of the Upper Elementary School Civic Education teacher's contribution to the overall function of the school include: *Understanding of Democratic Principles (Knowledge Assessment: Evaluate students' understanding of democratic principles, including justice, equality, and individual rights. Application of Democratic Values: Assess students' ability to apply democratic values in their actions and decision-making). Citizenship Education (Active Participation: Measure students' active participation in school and local community activities. Demonstration of Responsible Citizenship: Assess students' demonstration of responsible citizenship through their actions and behavior). Knowledge of Government Structure (Government Structure Assessment: Evaluate students' knowledge of the structure of government at local, state, and national levels. Understanding of Government Functions: Assess students' comprehension of the roles and functions of government institutions). Promotion of Social Responsibility (Community Service Participation: Measure students' engagement in community service projects and activities. Ethical Behavior: Assess students' adherence to social responsibility and ethical behavior). Critical Thinking and Decision-Making (Classroom Discussions: Evaluate the quality of classroom discussions that promote critical thinking about societal issues. Decision-Making Skills: Assess students' ability to make informed and responsible choices). Interactive Learning Effectiveness (Participation in Interactive Activities: Measure student engagement in interactive learning activities, simulations, and role-playing exercises. Use of Multimedia Resources: Assess the teacher's incorporation of multimedia resources to enhance civic education instruction). Field Trips and Community Engagement Impact (Reflection on Field Trips: Evaluate students' reflections on the impact of field trips and community engagement activities. Influence of Guest Speakers: Assess the influence of guest speakers or community leaders on students' understanding of civic engagement). Assessment and Feedback Effectiveness (Assessment Results: Analyze the results of formative and summative assessments to gauge students' understanding of civic education concepts. Quality of Feedback: Evaluate the quality and effectiveness of the teacher's feedback in helping students apply civic knowledge). Integration with Other Subjects (Collaboration with Other Teachers: Assess the teacher's collaboration with other subject teachers to integrate civic education concepts into interdisciplinary projects. Cross-Curricular Integration: Evaluate how civic education is connected to other areas of study, promoting a holistic educational experience). Parental Communication and Involvement (Communication Frequency: Evaluate the frequency of communication between the teacher and parents regarding students' progress in civic education. Parental Involvement: Assess parental involvement in civic education-related activities, events, or conferences). Civic Engagement Initiatives Impact (Student Involvement in Civic Initiatives: Measure the number of students participating in civic engagement initiatives, such as student government or community projects. Promotion of Civic Responsibilities: Assess the impact of the teacher in promoting awareness of civic responsibilities beyond the classroom). Adaptive Teaching Strategies (Differentiation of Instruction: Evaluate the teacher's ability to differentiate instruction to meet the needs of students with diverse learning styles and abilities. Individualized*

*Support: Assess the provision of additional support and challenges to ensure each student's civic education progress).*

### **Selection and Appointment Process**

Interested candidates should submit a resume, a portfolio of similar work done, and a cover letter explaining their qualifications and interest in the position. Application instructions and contact information should be included. This Job Description provides an overview of the responsibilities and qualifications for a Upper Elementary School Civic Education Teacher. The specific requirements and expectations may vary depending on the school's needs, and the scope of its teaching and learning efforts.