

## Job Analysis

Teacher Matoaka Elementary

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**Abstract**

For this essay, I will summarize and analyze a full-time teaching job posting in the Williamsburg James City County Public School District. I will detail the hard and soft skills within the posting as well as the required and implied responsibilities. I will demonstrate how my skills and experiences align with the responsibilities and expectations of the role. I will examine my experience as a substitute teacher, classroom volunteer, mother, and my education in both computer science and leadership, and outline how they support the hard and soft skills stated and implied. My essay will also highlight the district's work environment and work culture by detailing their values and commitment to education. Ultimately, this essay will demonstrate how my skills align with the expectations outlined within the job listing, showing how prepared I am to be successful in this role.

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As I am near the completion of my Bachelor of Science degree in Leadership, I am excited to start the career that began my journey to completing my degree and has, honestly, been close to my heart for a long time: teaching. My experience as a substitute teacher within the Williamsburg James City County (WJCC) Public School system, fused with a decade of classroom volunteering while raising my children, has cemented my desire to pursue being a full-time teacher. While reviewing a current job posting for a teaching position at Matoaka Elementary, which is within the WJCC School District, it is clear to me how well my personal and professional experiences align with the job responsibilities and expectations listed. The WJCC School District emphasizes integrity, innovation, individualism, collaboration, and accountability (WJCC,2025, *Teacher Matoaka Elementary*). These values align with my background and experience and are qualities I cherish. This paper will analyze the WJCC teaching position job posting by evaluating the responsibilities, workplace environment, required and implied skills, and I will relate it to my education and experience to demonstrate my potential for success in this role.

The job listing for the teaching position at Matoaka Elementary, which is within the WJCC School District, reflects their value and commitment to academic excellence, student well-being and growth, and professional collaboration. The posting emphasizes that the purpose of the role is to “provide students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical, and social growth” (WJCC, 2025, *Teacher Matoaka Elementary*). This shows that the teacher is a foundational influence in helping

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young students build knowledge for lifelong educational and personal success. The listed responsibilities, including lesson planning that aligns with the Virginia Standards of Learning (SOL) using “a variety of instructional strategies to promote active learning,” and also modeling the WJCC Strategic Plan values of “individualism, integrity, innovation, accountability and collaboration.”, show that the district expects that teachers be flexible, students centers, and be aligned with the district’s mission. To add to the job posting, the district’s careers page emphasizes its employment as “a rich, rewarding and collegial environment” which fosters teamwork, innovation, and leadership for teachers (WJCC Careers,2025). This seems to me that employees are valued for their contributions and collaborative skills, not just their teaching skills. Furthermore, the WJCC Careers page and the teacher job listing emphasize diversity and equal opportunity employment, which supports an inclusive work environment where educators can “thrive both professionally and personally” (WJCC Careers,2025).

In addition to summarizing the job responsibilities and requirements, I will also interpret the implied and required skills, focusing on both hard and soft skills. The teaching job at Matoaka Elementary requires a balance of hard and soft skills. Both are explicitly listed and implied in the job requirements. According to Hannah Henry, hard skills are technical, experience-based abilities and training (Henry,2019). Hard skills are clearly outlined in the Matoaka Elementary job listing, such as “demonstrates comprehensive knowledge of topics covered in the curriculum and the state Standards of Learning,” “selects and creates comprehensive materials and technological resources,” and “provides a variety of evaluation strategies” (WJCC, 2025, *Teacher Matoaka Elementary*). These job requirements create the need to know how to plan lessons, use instructional technology, conduct student assessments, and

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be instructionally agile. Soft skills are skills that are not learned quickly; they're acquired over time and perfected through experience (Henry, 2019). Soft skills in this job post are implied in phrases like "maintains effective communication" and "makes the classroom environment," which imply the skills of emotional intelligence, relationship building, and leadership. As mentioned in the assigned Hard Skills vs. Soft Skills YouTube video, soft skills are essential for success in any profession one may choose (*Hard Skills vs Soft Skills*, 2018)

My personal, educational, and professional background has prepared me for the responsibilities outlined in the Matoaka Elementary Teacher job description. In 2012, I earned an Associate Degree in Science with a concentration in Computer Science. This education, along with my previous help desk and customer service roles, equips me with strong technology and communication skills. Both skills are critical to the responsibilities listed within the job description under "selecting and creating comprehensive materials and technological resources" and "infusing technology into the curriculum" (WJCC, 2025, *Teacher Matoaka Elementary*). My time in customer service provides me with the ability to create "positive and respectful relationships with colleagues, students, parents, and the community" (WJCC, 2025, *Teacher Matoaka Elementary*). My time at home raising my children and volunteering in their classrooms helped me develop adaptability, patience, and an understanding of how students learn in different ways. These skills apply to the job expectations to "provide students with appropriate learning activities and experiences" (WJCC, 2025, *Teacher Matoaka Elementary*), which allow me to support each child's educational, emotional, and social development. For the past two years, I have worked as a Substitute Teacher with WJCC Public Schools and have had the opportunity to practice classroom management, gain experience teaching lessons, and

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collaborate and build relationships with staff. This directly aligns with responsibilities listed as “establishing and maintaining rapport with students,” “maintaining appropriate standards of behavior,” and “maintaining effective communication and collaboration with administrators, colleagues, parents, and the community” (WJCC, 2025, *Teacher Matoaka Elementary*). Classes I have completed in the pursuit of completing my degree, such as Foundations of Leadership, Leadership Ethics, Women in Leadership, and Leadership and Law, have all prepared me to be able to uphold the WJCC values of integrity, accountability, and innovation. For my next step in the journey to becoming an educator, I plan to participate in a WJCC partnered iTeach program, which allows me to acquire my teaching credentials as I work as a teacher within the district. I believe that my experience and education qualify me to excel as an educator within WJCC Public Schools.

In closing, the Matoaka Elementary Teaching position aligns with my goals, values, and experience. The job posting highlights the importance of academic excellence, collaboration, and inclusivity. These values align closely with the skills and mindset I have developed through my prior work experience, education, and life experiences, as well as my current role as a substitute teacher. I am excited to continue to enhance my development through the iTeach program so that I may contribute meaningfully and wholeheartedly to the WJCC learning community. With a strong foundation in both hard and soft skills, along with a deep commitment to student growth, I am confident that I can succeed as a full-time teacher in a district that shares my values and appreciates my professionalism and passion. For me, teaching is not just a career; it is a calling to make an impact in students’ lives, even if it’s just through the smallest memory.

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### References

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