

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSTION TITLE: Elementary Classroom Teacher – Grades K-8

DEPARTMENT/DIVISION: Educational Services

POSITION SUMMARY:

Under general supervision of a site principal, principal's designee or other appropriate administrator, teaches and instructs students in Grades K-8, or a combination of the same in academic, social, behavioral, and other related skill areas; plans, develops, organizes, conducts and assesses a comprehensive education program for early childhood, primary or intermediate grade pupils, or a combination thereof. Will collaborate with school personnel, parents and community agencies to provide quality instructional programs.

ESSENTIAL FUNCTIONS:

1. Teaches skills in reading, language arts and/or social studies, mathematics, science, health, art, physical education, or music to pupils, utilizing course of study adopted by the Board of Education, District adopted materials and other appropriate learning activities.
2. Provides planned learning experiences which facilitate pupil attainment of the educational goals and objectives of the District.
3. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of students with a wide range of mental, physical, emotional maturities, and cultural backgrounds.
4. Provides instruction to students with special needs in accordance with IEP utilizing support services as appropriate, participates in IEP meetings as appropriate.
5. Encourages pupils to think independently and to express original ideas.
6. Evaluates pupils' academic and social growth, keeps appropriate records, prepares progress reports, grades, and communicates with parents on the individual pupil's progress.
7. Responsible for the supervision of pupils and assigned para-educators.
8. Develops consistent positive classroom management and working arrangements with students to develop good self-image, to permit other students to learn without undue interference and to provide for the safety of others.
9. Uses appropriate available instructional materials, equipment and technology.
10. Shows concern for a physical environment that will facilitate opportunities for learning.
11. Establishes a climate that promotes social development, character education and group responsibility.
12. May assist with the selection of textbooks and maintains inventory records and provides reasonable care and protection of assigned books, classroom equipment and instructional materials.
13. Participates in assessment activities, including those required by the District to determine a student's functional level in skills such as reading, mathematics, and language arts, for the purpose of identifying if intervention is needed and differentiating instruction to allow for varying abilities and skill levels.
14. Seeks rapport and positive interaction with parents and others in the community.
15. Identifies student needs and cooperates with other professional staff members in helping students solve health, behavioral, and learning problems.
16. Maintains professional competence through participation in faculty meetings, inservice education activities provided by the District and self-selected professional growth activities.

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17. Demonstrates flexibility, advises, cooperates or participates where applicable in major decisions involving budgeting, staffing, scheduling, curriculum and discipline.
18. Teacher and supervisor establish professional growth goals related to California Standards for the Teaching Profession.
19. Shares responsibility of interpreting the educational program to the community through such activities as back-to-school nights, parent-teacher conferences, open house and/or other meetings as appropriate.
20. Monitors student activities (e.g. classroom, grounds, etc.) as assigned by site administrator, for the purpose of providing a safe environment, pursuant to the current TEA Master Agreement.
21. Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.), as required by law and/or District/school policies.
22. Maintains regular and prompt attendance in the workplace.
23. Performs other related duties as assigned, pursuant to TEA Master Agreement.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. Sufficient education to meet credential requirements. Must hold or be able to obtain a valid California Teaching Credential for the subject(s) being taught.

SKILLS AND QUALIFICATIONS:

1. Knowledge of the California Standards for the Teaching Profession
2. Knowledge of State curriculum standards.
3. Knowledge of and ability to implement a variety of teaching and learning strategies.
4. Knowledge of and ability to implement age appropriate assessment methods.
5. Knowledge of and ability to implement classroom management strategies and routines.
6. Knowledge of child growth and development principles.
7. Knowledge of correct English usage, spelling and grammar.
8. Knowledge of intermediate computer skills.
9. Ability to operate a variety of standard office and audio-visual equipment.
10. Ability to compile, maintain and submit accurate and complete records and reports in order to meet deadlines.
11. Ability to function as a positive, contributing member of an educational team.
12. Ability to maintain cooperative and confidential working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must be/have the ability to:

1. Stand for extended periods of time.
2. See for purposes of reading printed matter and observing students with or without visual aids.
3. Enter data into a computer terminal/keyboard and operate standard office equipment.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand, walk and bend over.
7. Reach in all directions and grasp objects.
8. Ability to push/pull up to 50 lbs for short distances, using appropriate equipment.
9. Lift and/or carry up to 30 pounds at waist height for short distances.

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WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard classroom environment and to work outdoors with students in outdoor activities. Employees working at multi track/year round education sites will need to organize supplies in order to track on and off as per current Master Agreement. Employees will come in direct contact with students, parents and District staff.

SALARY: Per current TEA Master Agreement.

DAYS OF SERVICE: Per current TEA Master Agreement. Positions can be full-time, half-time, part-time (daily and hourly), Job Share, Multi-track, year round calendars.

Board Approved: TUSD: 11/26/02