

Oak Grove School District

JOB TITLE: Elementary School Teacher (TK-6)

SALARY RANGE:
OGEA 22-Step Salary Schedule

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Responsible for instructing students in an elementary school setting from grades TK through 6th Grade. Creates lesson plans aligned with the California Standards for the Teaching Profession, administers praise and support to assure each student experiences success, instructs students on all core subject matter (i.e.: language arts, math, English language development, science, social studies and physical education), and creates a well-rounded, comprehensive instructional program. Implements culturally responsive teaching practices. Works in collaboration with the parents/guardians of students in their class and is responsive to inquiries, concerns and feedback that they may offer.

This job reports to the Site Administrator.

TYPICAL DUTIES

- Plan, prepare and deliver instructional activities
- Utilize educational materials that reflect the diverse educational, cultural, and linguistic backgrounds of the students served
- Provide instruction that reflects multiple perspectives and multicultural education
- Create a culturally responsive educational climate that reflects diversity and encourages constructive, supportive and productive interactions among students
- Create and maintain a rigorous learning environment with high expectations and appropriate supports for all students
- Develop positive based incentives to keep students engaged in class and school
- Establish and communicate clear objectives for all learning activities using classroom routines, procedures, and norms
- Manage student behavior in the classroom by implementing approved positive behavior interventions and support procedures
- Supervise students in a variety of school related settings
- Utilize various curriculum resources including those addressing the needs of English Learners or students with special needs
- Create instructional resources for use in the classroom to make subject matter accessible to all students
- Create engaging and meaningful short and long-term lesson plans and modify accordingly throughout the year
- Create project and/or technology based assignments designed to enhance learning
- Integrate competencies, goals, and objectives into lesson plans
- Tutor students on an individual basis
- Utilize public library and other community educational resources
- Maintain grade books and online student assessment record keeping
- Grade papers and perform other administrative duties as needed
- Prepare and distribute required reports including collecting and analyzing assessment data
- Observe and evaluate student performance and provide comprehensible feedback with students

- Update and advise parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment
- Plan and coordinate the work of instructional associates, teacher assistants and other paraprofessionals as appropriate
- Perform basic attendance accounting and clerical services as required
- Attend mandatory meetings (IEP, SST, Faculty, et al)
- Participate in ongoing, purposeful, and relevant professional development sessions
- Read and stay abreast of current research and topics in education
- Respond to inquiries from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction
- Monitor appropriate use and care of equipment, materials and facilities
- Attend to contractual obligations and abide by OGSD and Board of Trustees policies and procedures
- Perform other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree from an accredited college or university required

Licenses and/or Certifications:

- Appropriate valid California teaching credential
- CA Driver's License and/or the ability to deliver in-person services to students on site and attend meetings, as applicable

Knowledge, Skills and Abilities:

- Knowledge of the Common Core State Standards, California Standards for the Teaching Profession, OGSD adopted curriculum and OGSD policies
- Ability to organize curriculum to facilitate student understanding of subject matter
- Ability to infuse technology and other 21st Century Skills (critical thinking, problem solving, creative thinking, communication, collaboration and global citizenship) into the curriculum
- Ability to work effectively with administrators, colleagues, central office and school-based staff, students, parents and community
- Excellent oral and written communication skills

DESIRABLE EXPERIENCE

- Work experience with school aged children
- Demonstrated knowledge of Google Suite or comparable online teaching tools
- Bicultural heritage
- Bilingual (Spanish or Vietnamese)

PHYSICAL DEMANDS:

- Lifting, carrying, pushing and pulling instructional materials and equipment

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender or gender identity), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS, age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our human resources office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide us with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.