



NEWARK UNIFIED SCHOOL DISTRICT

5715 Musick Ave., Newark, CA 95460 | (510) 818-4103

ESSENTIAL JOB FUNCTIONS - Grade Six Middle School Teacher

Summary of essential job functions for purposes of identifying work and/or work station accommodations. Essential job function summaries are intended to present a descriptive list of the range of duties performed by employees in the position and do not reflect an official job description or include all duties performed within the job.

Position Title	Grade Six Middle School Teacher
Immediate Supervisor	Site Principal
Certifications Required	Appropriate Valid California Teaching Credential in the required area of assignment including certification/authorization to instruct English Language Learners

GENERAL DESCRIPTION: Under the direction of the site administrator, provide an educational program for students in Grade 6 in a Core Model.

MAJOR DUTIES & RESPONSIBILITIES

- Use teacher judgment in providing appropriate learning experiences in teaching core subjects (ELA/History; Math/Science, etc.) to students utilizing the course of study adopted by the Board of Education and other learning activities.
- Instruct students, individually and in groups, adapting teaching methods to meet individual student needs and interests.
- Translate lesson plans into learning experiences so as to best utilize the available time for instruction.
- Establish and maintain standards of student behavior needed to achieve a functional and safe learning atmosphere in the classroom.
- Support students for the purpose of improving performance, maintaining appropriate behavior, and facilitating problem-solving techniques.
- Maintain accurate and complete student records and prepare reports as required by laws, district policies and administrative regulations.
- Communicate with parents/guardians through a variety of means. Hold parent conferences when needed to discuss the individual student's progress and interpret the school program.

- Identify student needs and collaborate with others in assessing and supporting students' academic, behavioral, and social/emotional concerns.
- Maintain professional competence through participation in Professional Development activities provided by the district and/or self-selected professional growth activities.
- Perform basic attendance accounting.
- Participate cooperatively in the evaluation process in conformance with the district's and NTA's guidelines for evaluation and assessment.
- Work cooperatively with other Grade 6 Middle School teachers to coordinate rich learning environments for students.
- Collaborate weekly with grade-level planning partners who have the same student cohort, as well as colleagues teaching the same content areas in that grade level.
- Attends staff meetings and performs administrative duties as assigned.
- Select, stores, orders, and inventories classroom equipment, materials and supplies.

OTHER QUALIFICATIONS

- Strong classroom behavior management and positive discipline skills.
- Demonstrated ability to communicate and work effectively with professional personnel, community, and parents.
- Ability to coordinate and direct the work of instructional assistants and support personnel, if applicable.
- Ability to work collaboratively with a grade-level partner teacher in the complementary core subject areas

PHYSICAL EFFORT & WORK ENVIRONMENT

- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy.
- Requires ability to communicate effectively with parents, students, and staff both verbally and written.
- Requires vision (which may be corrected) to read small print, and hearing (which may be corrected) to hear conversation in the classroom, on the phone and over the intercom system.
- Physical agility related to the operation of a classroom (including but not limited to bending, lifting, squatting, sitting and walking).

WORK DAY

- Consists of seven (7) hours and thirty (30) minutes. The workday includes a duty-free lunch equal to 30 minutes or the student lunch period, whichever is longer.

- No teacher in Grade 6 will be assigned to more than five (5) periods per day without the written permission of both the teacher and NTA.
- The balance of the workday (non-instruction/non-prep time) is usually at the discretion of the teacher and/or site administration and reserved for tasks and responsibilities such as lesson planning, meetings, communication, collaboration, and professional development.

Draft

On board agenda for approval: 4/7/22