

# Santa Maria-Bonita School District

## Position Description

---

**Title:** General Education Teacher

**Reports to:** Site Principal, or designee

**Work Year:** 186 Days

**Classification:** Certificated

**Board Approval:** 5/11/22

**Salary Range:** Teacher Salary Schedule

---

### SANTA MARIA-BONITA SCHOOL DISTRICT General Education Teacher

#### Brief Description of Position

The classroom teacher is responsible for classroom instruction in areas for which the teacher is credentialed and authorized to teach. The teacher assesses student needs in relation to curriculum objectives and applies a program consistent with identified learning needs, curriculum objectives, and instructional materials, using appropriate teaching strategies, and assessing student progress. Creates and manages a teaching environment conducive to high levels of student learning and communicates regularly with parents regarding student academic and social progress. Provides supervision of all students during designated hours, and if assigned, during before and after school activities. The teacher shall be held accountable for the safety and welfare of all students. Assists in planning and implementing parent involvement activities.

#### Representative Duties

*The position includes but is not limited to the following list of representative duties:*

1. Assess student knowledge and skills at school entrance through review of assessments and data;
2. Assess specific student learning to be attained in relation to student learning needs and curriculum objectives;
3. Determine a sequence of learning experiences, utilizing District adopted instructional materials and appropriate approved supplementary materials, enhancing instruction with personal pedagogical strategies;
4. Develop and utilize written weekly plans as a basis of guiding daily instruction;
5. Use assessments as the basis for developing learning goals for all students;
6. Apply appropriate teaching strategies consistent with State standards;
7. Apply all aspects of the California Standards for the Teaching Profession;
8. Assess and apply student data in developing curriculum goals;
9. Develop and communicate to students and parents the expectations regarding student achievement and behavior;
10. Make appropriate use of instructional time; maintain an appropriate learning environment and appropriate individual, class, and program records;
11. Provide for an inclusive classroom setting;
12. Participating in professional learning and collaborating with various support personnel as needed;
13. Ensure timely grading and feedback is provided to students and communicated to parents;
14. Communicate regularly to parents regarding student progress, utilizing means such as parent teacher conferences, telephone calls, and written documents;
15. Listen to parent requests for information and assistance and respond through conferences, telephone conversations, and written communications;

16. Encourage parents to provide in-home educational support;
17. Reflecting upon instructional practices collaboratively with site leaders, to identify areas of growth in order to improve teaching effectiveness and by responding to performance evaluation recommendations;
18. Participating in required school and district sponsored in-service activities;
19. Participate in Student Study Team and/or COST meetings;
20. Participate in Back-to-School Nights, Open Houses, and other activities to communicate classroom goals and/or to share student learning artifacts with parents;
21. New educators, who have not yet cleared their credential, will participate in an induction program which may occur outside of the regular calendar and/or the regular school day.

**Other related duties:**

- Attend appropriate in-service training, workshops, and meetings, as assigned, to keep informed of current practices and trends in education;
- Perform other related duties as may be assigned by administration in compliance with Board policies and administrative regulations, the Master Contract, and State regulations.

**Education and experience:**

- Bachelor's degree from an accredited college or university.
- Successful experience teaching in grades TK-8 is preferred.
- Bilingual/Multilingual is preferred.

**Licenses and other requirements:**

- An appropriate California teaching credential for assignment.
- Valid California driver's license.

**Knowledge of:**

- District and State content standards for students;
- Effective classroom management techniques;
- Social emotional needs of students, along with an understanding of how to support student social emotional development needs;
- Curriculum, instruction, and assessment processes and how they should operate in an effective school;
- Applicable sections of State Education Code and other applicable state publications, such as curriculum frameworks;
- Technology and computer software applications relative to instruction and administration;
- California Standards for the Teaching Profession.

**Ability to:**

- Stimulate and motivate students to learn;
- Establish and maintain cooperative relationships with students, school personnel, parents, coworkers, and the public;
- Communicate effectively in the English language, both orally and in writing;
- Disposition to connect with parents who speak another language than English, not allowing language barriers to get in the way of communication;

- Meet schedules and timelines;
- Work independently with appropriate direction;
- Engage in collaborative teamwork in an effort to improve student achievement;
- Analyze situations accurately and adopt an effective course of action;
- Learn and use technology and computer software applications as appropriate to the ever changing work environment;
- Use tact, patience, and courtesy when dealing with people;
- Use initiative and judgment in discussing problems with the public and district staff, involving office practices and policies;
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds by being culturally competent;
- Possess a California driver's license and be insurable.

**Working conditions:**

Office and/or school facility, classroom and/or recreational fields/environment.

**Physical abilities:**

With reasonable accommodations, if necessary, hearing and speaking to exchange information and to make presentations; seeing, reading and preparing documents and presentations; sitting and standing for extended periods of time; dexterity to operate a computer and other classroom equipment; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials, or to support students in learning activities.

**Personal qualities:**

- Independent worker
- Collaborative team member
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Strong ability to listen and empathize
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

**Relationships:**

1. Teacher-student
  - a. Establish a positive teacher-student rapport by maintaining a responsive environment for learning
  - b. Develop consistent positive classroom management and working arrangement with students to develop good self-image
2. Teacher-staff
  - a. Share in the sponsorship of students activities and participate in faculty committees
  - b. Cooperate with other staff members in assessing and helping pupils solve health, attitude and learning problems

- d. May work with other staff members in planning and coordinating work of aides and other paraprofessionals
- 3. Teacher-parent
  - a. Communicate with parents through a variety of methods or means in order to develop a positive reinforcement of interest in student's progress
  - b. Meet and/or confer with parents regularly
- 4. Teacher-community
  - a. Impart District Vision for Student Success as need arises
  - b. Present a positive teacher image to the community through school activities

**Professional Attitude Responsibilities and Participation:**

- 1. Professional growth
  - a. Maintain professional competence through participation in in-service education activities provided by District or college, and/or self-selected professional growth activities;
  - b. Participate or show an interest in professional organizations;
  - c. Participate in curriculum and other developmental programs by working with teams or sharing within a school or district;
  - d. Participate in evaluating textbooks and other materials on relevant grade level;
  - e. Attend scheduled in-service meetings and make use of those materials and techniques, which improve the educational program.
- 2. Adaptability and willingness to accept change in programs, materials, techniques or socioeconomic areas.

The Santa Maria-Bonita School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived age, ancestry, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, immigration status, marital status, medical information, national origin, parental status, pregnancy status, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

Santa Maria-Bonita School District is an Equal Opportunity Employer and reasonable accommodations are made under the Disability Act as required by law.