

**JOB TITLE:**

Assistant Teacher – Transitional Kindergarten

**GENERAL SUMMARY:**

Under the immediate direction of the Building Principal, assist a multiple-subject credentialed teacher in providing instruction to individual or small groups of transitional kindergarten students in a classroom; monitor and report student progress regarding behavior and performance; together with the credentialed teacher is responsible for the academic, social and psychological growth of students in the classroom. Collaborates with school personnel, families, and community agencies to provide quality instructional programs and to perform other duties directly related to this position.

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:****General:**

- Assists the credentialed teacher in teaching reading, language arts, social studies, mathematics, science, art, health, physical education, music and other appropriate learning activities to students in a transitional kindergarten classroom, utilizing the course of study adopted by the Governing Board.
- Instructs students in citizenship, basic communication skills, and other general elements of the course of study specified in state law, administrative regulations, procedures and the Mission Statement of the School District.
- Plans with the credentialed teacher to provide learning experiences in order to motivate students and best utilize the available time for instruction.
- Assesses student test performance results and co-develops with the credentialed teacher lesson plans and instructional materials for the class including individualized and small group instruction as necessary in order to adapt the curriculum performance standards to the needs of each student.
- Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Along with the credentialed teacher, evaluates academic and social growth of students, keeps appropriate records, prepares progress reports, and communicates with parents on the individual student's progress.
- Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning concerns.
- Co-creates along with credentialed teacher a functional and attractive environment for learning through displays, bulletin boards and interest centers.
- Maintains professional responsibility and competence through participation in professional development provided by the District, grade level planning meetings, site and District collaboration, and self-selected professional growth activities.
- Administers examinations as mandated by the Board of Trustees and the state.
- May support student supervision at recess and lunch, flexing time with credentialed teacher to ensure students are appropriately supervised at all times.
- Performs other duties consistent with the job description.

**Additional Related Duties/Responsibilities:**

- May assist the credentialed teacher in selecting books, instructional supplies, and maintaining required inventory records.
- Ensures a comfortable room environment through control of heating, lighting and ventilation to the extent possible.
- Supervise students on recess, bus, and in out-of-classroom activities during the contractual workday and up to 25 hours of assigned adjunct duty
- Participates in curriculum development programs within the school of assignment and/or on a District level.
- Participates in grade level team meetings within the school and District. Provides vertical and horizontal grade level feedback within professional learning communities.
- Shares in student activities and participates on faculty committees.

**Working Conditions:**

- Ability to work at a desk, conference table, standing, kneeling on the floor, and in various configurations. Ability to stand and circulate for extended periods of time.
- Ability to see for purposes of reading laws and codes, rules and policies, and other printed matter and observing students.
- Ability to hear and understand speech at normal levels.
- Ability to communicate so others will be able to clearly understand.
- Ability to bend and twist, stoop, kneel, run and crawl. Ability to reach in all directions.
- Ability to lift and carry up to 25 pounds.
- Moderate to high stress level.

**Environmental Conditions:**

Work is predominantly in the classroom and outdoor school environment.

Temperature – normal climate, may experience short intervals of extreme weather.

**Job Particulars**

All body fluids shall be handled as if infectious. Disposable latex gloves are available to be worn. After each use, gloves are disposed of in a lined waste container.

**Contacts:**

Daily contact with students, teachers and school staff.

Regular contact with families, community members and outside agency personnel.

**Educational Background and Certificates:**

- A minimum of 60 semester units, with at least 6 units in Early Childhood Education (ECE)
- A Child Development Permit for Assistant Teacher (or higher) issued by the California Commission on Teacher Credentialing.
- First Aid and CPR certification.

**Employment Standards:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

Adopted: 2/25/02 as Elementary Teacher

Revised: 5/25/22 for Assistant Teacher - Transitional Kindergarten