

Certificated Job Description

TITLE

TEACHER, ELEMENTARY CLASSROOM, GRADES 4 - 6

MINIMUM QUALIFICATIONS

- A. Credential
 - California credential authorizing elementary instruction
- B. Education
 - Sufficient to meet credential requirements
- C. Experience
 - None required
- D. Personal
 - Ability to meet District standards of physical and mental health, professional attitude and leadership ability

KNOWLEDGE AND ABILITIES

Knowledge of and ability to implement the subject matter, philosophical, social, and educational concepts relative to the duties and responsibilities listed on this job description

DUTIES AND RESPONSIBILITIES

- A. Subject Area
 - 1. Planning for instruction - small group and individual
 - a. Teach reading, language arts, social studies, mathematics, science, health, art, physical education, and music as adopted by the Board of Education and, consistent with District goals and objectives, may teach a foreign language and civics in grade six
 - b. Provide planned learning experiences in order to motivate students and best utilize the available time for instruction
 - c. Develop lesson plans and instructional materials and provide individualized and small group instruction in order to adapt the curriculum to meet the needs of each student
 - d. Establish and maintain standard of student behavior needed to achieve a functional learning atmosphere in the classroom
 - e. Create with students a functional and attractive environment for learning through displays, bulletin boards and learning stations
 - f. Insure a comfortable, orderly and attractive room environment through control of heat, light and room arrangement
 - g. Supervise students in out-of-classroom activities during the assigned work day
 - h. Perform basic attendance accounting and business service as required
 - i. Evaluate materials, textbooks, films, etc., for the purpose of seeing their relationship to level of pupil taught
 - 2. Teaching results - evaluation-recordkeeping
 - a. Continually evaluate student's academic and social growth, readjusting the teacher procedure to stimulate continuous progress
 - b. Keep appropriate records of progress regarding strengths or weaknesses
 - c. Evaluate student teachers as assigned to the grade
 - 3. Instructional techniques
 - a. Select and requisition books, maintain instructional aids and supplies
 - b. Adapt, develop, and use multimedia materials for different learning styles or modalities by providing available resources
 - c. Establish and maintain student behavior needed to create a good self-image and positive attitude as well as the responsibility for learning
 - d. Provide planned learning experiences in order to motivate students to investigate and inquire in search of more knowledge

- e. Provide individual or group instruction designed to meet individual needs
- B. 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 student activities and participate in faculty committees
 - b. Cooperate with other staff members in assessing and helping pupils solve health, attitude and learning problems
 - c. Participate with other professional staff members in outdoor education programs at assigned grade level
 - 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 with parents at least one time to interpret school program
 - 4. Teacher-community
 - a. Impart District philosophy as need arises
 - b. Present a positive teacher image to the community through school activities
- C. Professional Attitude, Responsibilities and Participation
 - 1. Professional growth
 - Maintain professional competence through participation in inservice education activities provided by the District and self-selected professional growth activities
 - 2. Adaptability
 - a. Willing to accept changes in assignment as it relates to socioeconomic areas, programs and materials
 - b. Willing to adapt to different personalities in team teaching experiences
 - 3. Responsibilities
 - a. Responsible for basic attendance accounting and other services as required
 - b. Insure a comfortable room environment through an awareness of heating, lighting, ventilation and appropriate housekeeping
 - c. Share in the sponsorship of student activities and participate on faculty committees
 - d. Plan and coordinate the work of aides, teacher assistants, student teachers and other paraprofessionals as needed
- D. Duties and responsibilities may be added, deleted or changed.

ACCOUNTABILITY

- A. Person to whom responsible
 - On site Principal
- B. Evaluator
 - On site Principal
- C. Persons responsible to Teacher, Elementary Classroom
 - 1. Student Teachers
 - 2. Aides or other paraprofessionals assigned

CED163

7/90