

## **Certificated Job Description**

### **TITLE**

**TEACHER, ELEMENTARY CLASSROOM, KINDERGARTEN**

### **MINIMUM QUALIFICATIONS**

- A. Credential  
California credential authorizing elementary instruction
- B. Education  
Sufficient to meet credential requirements
- C. Experience  
None required
- D. Personal  
See District requirements

### **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. Teacher is the director of learning in one extended session and co-teacher in second extended session
  - 1. Planning for instruction
    - a. Provides learning experiences for kindergarten students in language arts, social studies, pre-reading, math, science, art, music, physical education\*, and health education - consistent with District and school goals and objectives
    - b. Instructs kindergarten students in citizenship, basic communication skills and other general elements of the course of study specified in state law and administration regulations and procedures of the school
    - c. Plans and initiates with team teacher the instructional program for the kindergarten children in school
    - d. Plans and coordinates work of aides or other paraprofessionals in kindergarten room
    - e. Plans, with, and supervises student teachers assigned to kindergarten
  - 2. Teaching results - evaluation
    - a. Evaluates academic and social growth of kindergarten students consistent with requirements of District program
    - b. Evaluates with team teacher the instructional program for kindergarten students in school
    - c. Evaluates student teachers assigned to kindergarten
  - 3. Instructional techniques
    - a. Develops and uses multimedia instructional materials suitable for various learning modalities of kindergarten students with wide range of mental, physical and emotional maturities
    - b. Provides individual and group instruction designed to meet individual needs and help students make satisfactory transition to school
  - c. Establish and maintains standards of student behavior to achieve effective participation in all activities of the kindergarten program
    - d. Select and requisitions books, instructional aids and supplies
    - e. Is willing to utilize and incorporate new materials and processes
    - f. Participates in evaluation of materials, equipment and textbooks for suitability or kindergarten
    - g. Creates an effective environment for learning through functional and attractive displays of students, bulletin boards and interest centers
  - 4. Other duties
    - a. Insures a comfortable, orderly and attractive room environment through control of heat, light and room arrangement

- b. Performs or responsible for basic attendance, accounting business services as required for records
- B. Relationships
  - 1. Teacher-student
    - Creates and maintains an active, responsive climate for learning, through positive teacher-student rapport and help student to develop a positive self-image
  - 2. Teacher-staff
    - a. Works cooperatively in sharing room and students in effective team teaching for minimum of one hour instructional time each day
    - b. Establish good relationships through participation in faculty committees and meetings
    - c. Cooperates with other staff members in assessing and helping students solve health, attitude and learning problems
  - 3. Teacher-parent
    - a. Communicates with parents through a variety of means
    - b. Hold parent conferences to discuss individual student's progress and interpret school program
  - 4. Teacher-community
    - a. Is responsible for presenting a positive teacher image to the community
    - b. Imparts District philosophy as occasion arises
- C. Professional Attitude, Responsibility and Participation
  - 1. Professional growth
    - a. Participates on a regular basis in inservice at both school and District level to maintain professional competence
    - b. Interested in and participates in professional organizations
    - c. Participates in curriculum and other developmental programs relating to kindergarten students within the school and/or on a District level
  - 2. Adaptability
    - a. Is willing to accept changes in assignment as it relates to socioeconomic areas, programs, materials
    - b. Is willing to adapt to different personalities in team teaching experiences
- D. Duties and responsibilities may be added, deleted or changed.

**ACCOUNTABILITY**

- A. Person to whom responsible
  - On site Principal
- B. Evaluator
  - On-site Principal

\* This does not mean the teacher must physically take part in the Physical Education program of the class.