

**SAN JUAN UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**



POSITION TITLE: TEACHER – ELEMENTARY SPECIALIST
POSITION CODE: 1029

DEFINITION: Under administrative supervision, teaches single subject classes at an elementary and/or K-8 school.

DIRECTLY RESPONSIBLE TO: Site administrator or designee

SALARY SCHEDULE: Certificated

EXAMPLES OF DUTIES AND RESPONSIBILITIES: (Any one position may not include all duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification)

1. Teach in accordance with the approved courses of study and at a rate and level commensurate with established student progress expectations, using adopted textbooks and other instructional materials authorized for such courses
2. Utilize a variety of instructional strategies to respond to students' diverse needs while still being cognitively challenging
3. Provide remedial programs for students who have not achieved competency commensurate with their potential
4. Provide full class, small group, and individual instruction as appropriate
5. Establish a classroom environment that is safe and supportive, where risk taking is encouraged, where students feel free to contribute their ideas, and where teacher and student interactions are respectful and polite
6. Provide clear behavior expectations for students and monitor student behavior throughout the class and school campus
7. Use information about individual students as well as their academic strengths, needs, and progress to plan instruction that addresses the instructional and emotional needs of all students
8. Demonstrate knowledge of the subject matter and standards of each subject/grade being taught
9. Closely monitor student learning in order to understand how students are progressing toward the learning objectives and utilize this information to appropriately plan/modify lessons
10. Provide students with instructive and timely feedback that will move their learning forward and communicate student progress to families and appropriate staff
11. Support and cooperate with colleagues in order to promote a professional school culture
12. Attend professional meetings such as staff meetings and professional development
13. Attend student focused meetings such as Individualized Education Plan (IEP) meetings, 504 meetings, and parent conferences
14. Follow established policies and procedures for reporting incidents such as child abuse, substance abuse, harassment, and violence
15. Perform basic attendance accounting and business services as required
16. Operate standard office and classroom equipment, including a computer, assigned software and assistive devices
17. Perform other non-instructional duties according to district policies and procedures
18. Plan, coordinate and evaluate work of aides, teacher assistants or other paraprofessionals

QUALIFICATIONS

Education:

Bachelor's degree from an accredited college or university

Credential:

Possession of a valid California credential, or equivalent, which authorizes teaching of the assigned subject(s)/students; English Learner Authorization; No Child Left Behind Act (NCLB)/Elementary and Secondary Education Act (ESEA) certification for self-contained classes or in the in the subject(s) being taught in a core class

Knowledge, Skills, Abilities, and Personal Characteristics:

Knowledge of the fundamental principles and accepted practices, current trends, literature and research related to the grade(s) and courses taught; knowledge of teaching strategies and classroom management; knowledge of applicable laws, codes, regulations, policies and procedures; knowledge of record-keeping and report preparation techniques; ability to plan, organize, prioritize and manage time; ability to communicate effectively with students, parents, peers, administrators, and other district personnel, both individually and in a group; ability to observe, monitor, and evaluate student progress and behavior; ability to establish and maintain cooperative and effective working relationships with others; possess a positive attitude towards students, learning and teaching; knowledge of assessment tools

Health

Physical and mental fitness to engage in teaching service as certified by a licensed physician, surgeon, or medical officer (CA Education Code Section 44839); evidence of freedom from active tuberculosis (CA Education Code Section 49406)

WORKING CONDITIONS

Work Environment:

Indoor classroom environment; in some positions (e.g., physical education teacher), some or all of the work is conducted outdoors; continuous contact with staff, students, and the public; may drive a vehicle to conduct work.

Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation)

Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and in addressing groups; physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions; sufficient vision to read printed material; sufficient hearing to conduct in-person and telephone conversations; sufficient physical mobility to move about the district and drive a car

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.