TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Classroom Teacher **CLASSIFICATION: Certificated**
DEPARTMENT: School Site

BRIEF JOB GUIDELINE

The classroom teacher provides the expertise and educational leadership necessary to achieve maximum student progress within the scope of his teaching assignment.

POSITION QUALIFICATIONS

MINIMUM QUALIFICATIONS:

- Shall possess a valid California credential authorizing service as a teacher within the designated assignment.
- Shall exhibit appearance, grooming, and personality which tends to establish a desirable example for students. Physical, emotional and moral qualifications shall equal those required by the Education Code, State of California.

ETHICAL QUALIFICATIONS:

- The teacher shall adhere to the Code of Ethics as adopted in 1970 by the Board of Education, State of California, and will, by precept and example, exhibit respect for the people with whom he works and to those with whom he has contact; colleagues, students, parents, and community personnel will find him to be courteous (without prejudice or acts of petty behavior).

PHILOSOPHICAL QUALIFICATIONS:

- The teacher shall implement the philosophy which directs the educational program of the Travis Unified School District. This philosophy states that the primary function of the public school is the formal education of the young. The district acknowledges the different teaching styles and personalities, and welcomes a richness and variety that these differences contribute to the total growth and development of the students. The Travis Unified School District emphasizes the act of learning rather than the act of teaching.

DUTIES AND RESPONSIBILITIES

- Provide the best instructional program for each student within the framework of the teacher's assignment.
- Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum for the needs of the students with varying intellectual abilities and cultural backgrounds.
- Establishes and maintains student behavior needs to achieve a functional learning atmosphere in the classroom which in consistent, considerate, and fair.
- Attends those activities which professionally enhance the school program and develop better community relations.
- Participates with inservice education activities provided by the district and/or self-selected professional growth activities to maintain skills in new methods of instruction and use of materials.
- Instructs pupils in citizenship, basic communication skills and other general elements of the course of study specified by State law, administrative regulations and procedures of the district.
- Evaluates students' academic and social growth through keeping appropriate records, preparing progress reports, and communicating with parents on the individual student progress.
- Sets an example for each student in the area of personal development, character and integrity.
- Performs basic attendance accounting and maintains inventory records as required.
- Assists in planning a budget for instructional and non-instructional equipment and materials.
- Participates in curriculum development.
- May plan and coordinate the work of aides, teacher assistants, and other para-professionals when applicable.
- The teacher shall be punctual in the execution of his obligations and shall allocate time each day on campus for professional preparation and for interpersonal relationships with colleagues, students, and parents.
- Is Capable and willing to teach under a variety of schedules
- Exercise diligence in maintaining a safe and healthful classroom environment.
- Identifies student needs and confers with parents, counselors or professional staff in helping them to solve their health, attitude, and learning problems.
- Attends scheduled department, faculty, and grade level meetings.
- The teacher will meet with principal (or his designee) to mutually agree upon how the teacher will be evaluated in relation to his unique classroom.
- Shall perform such other duties as are mutually agreed upon by the administrator and the teacher.

SUPERVISION EXCERCISED OR RECEIVED

See Travis Unified School District Organizational Flow Chart.