

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Transitional Kindergarten Classroom Teacher

REQUIRED QUALIFICATIONS

EDUCATION: Valid California credential authorizing service as a teacher on the assigned level and in assigned subject areas. Additionally, Education Code section 48000(g) requires credentialed teachers who are first assigned to a TK classroom after July 1, 2015, to have one of the following:

- At least 24 units in early childhood education, or childhood development, or both
- Professional experience in a classroom setting with preschool age children comparable to the 24 units of education described in bullet 1 (comparability determined by the local employing agency)
- Child Development Teacher Permit issued by the Commission on Teacher Credentialing

SKILLS: Ability to establish and maintain cooperative and effective working relationships with students, staff, parents, and administrators; skills in motivating students, communicating with individuals from varied educational and cultural backgrounds, directing support personnel, evaluating student performance; knowledge of age appropriate teaching methods, state curriculum standards, California Standards for the Teaching Profession; and ability to perform a variety of specialized and responsible tasks, maintain records, meet schedules and deadlines.

BRIEF DESCRIPTION OF POSITION

Provides an educational program for pupils in Transitional Kindergarten or a combination of Kindergarten and first grade, for the purpose(s) of facilitating student success in academics and interpersonal skills through implementing District approved curriculum and state content standards; documenting teaching and student progress, activities, and outcomes; addressing specific needs of students; and providing feedback to students, parents, and administration. Performs other related duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Instructs students in a learning environment appropriate to the level of each child in reading, language arts, social studies, mathematics, science, health, art, physical education, and music utilizing course of study adopted by the Board of Education, and other appropriate learning activities.
- Provides developmentally appropriate activities/strategies.

ESSENTIAL JOB FUNCTIONS (continued)

- Develops lesson plans, provides individualized, whole, and small group instruction to adapt curriculum to the needs of each pupil for the purpose of implementing District approved curriculum and state content standards.
- Facilitates students' learning for the purpose of improving their success in academics, interpersonal skills, and activities of daily living through a defined course of study.
- Prepares teaching materials for the purpose of implementing lesson plans.
- Prepares various reports e.g., progress reports, study lesson evaluations, grades, attendance records, etc. for the purpose of documenting teaching and student progress.
- Advises parents of student progress for the purpose of reinforcing areas and methods for improvements and/or defining expectations.
- May assist in the selection of books, instructional paraprofessionals, instructional supplies, and equipment, and maintains required inventory records.
- Administers formal and informal assessments in accordance with state and District testing programs and records the results, as appropriate.
- Assesses and evaluates students' academic, social, and physical growth and keeps appropriate records in accordance with District policies and procedures.
- Maintains open lines of communication with students and their parents concerning both the academic and behavioral progress of all assigned students.
- Identifies pupil needs and works with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
- Provides an environment to develop citizenship and other general elements of course of study specified in state law and administrative regulations and procedures of the school district.
- Assists other teachers for the purpose of implementing curriculum.
- Monitors student activities, lunch, recess, before and after school for the purpose of providing a safe environment.
- Reports incidents e.g., fights, suspected child abuse, suspected use of controlled substances, etc. for the purpose of maintaining student safety, a positive learning environment, and adhering to Education Code, District, and/or school policies.
- Use appropriate and available technology to teach and assess grade level concepts.

OTHER JOB FUNCTIONS

- Networks with other teachers and school personnel for the purpose of improving the quality of student outcomes, developing solutions, planning curriculum, and/or providing information.
- Participates in inservice/staff development programs for the purpose of meeting professional growth, state/district/credential requirements.
- Attends staff and other required meetings.
- Participates cooperatively with the principal/designee to implement the system by which the employee will be evaluated in conformance with the District's evaluation procedures including attainment of District goals and objectives.
- Shares in the responsibility of student activities and student supervision, participates in faculty committees, and supports community-school activities.
- Communicates effectively with staff and parents.
- May plan and coordinate the work of paraprofessionals and/or volunteers.

OTHER JOB FUNCTIONS (continued)

- Maintains proficiency in the operation of available resource equipment.

PHYSICAL REQUIREMENTS

Significant physical abilities include standing and walking for extended periods, lifting/carrying, crouching, reaching/handling/feeling, talking/hearing, near and far visual acuity/depth perception/accommodation/ color vision/field of vision.

OTHER REQUIREMENTS

TB test clearance; Department of Justice fingerprint clearance.

03/23