

ELEMENTARY TEACHER

BASIC FUNCTION:

Under the direction of the site administrator, to instruct students at the elementary level utilizing District adopted textbooks, course outlines, and the California State Frameworks.

ESSENTIAL JOB FUNCTIONS:

Organize and direct a classroom program meeting the individual needs of students, implementing the District and school instructions goals and objectives.

Provide a classroom climate and learning experience that will further the emotional, physical, social, and mental development of the student.

Make effective daily and long-range instructional plans.

Develop and utilize functional materials for learning.

Evaluate and record student progress.

Demonstrate knowledge of child growth and development by identifying student needs, and, when necessary, referring to appropriate resources, such as health and psychological services.

Demonstrate sensitivity to various family and cultural patterns in planning classroom activities.

Maintain an attractive room environment appropriate to grade level and area of study, and maintain high standards of classroom neatness.

Work cooperatively with District staff, support personnel, local school staff, and parent to coordinate effective learning activities for students.

Plan and coordinate the use of volunteers, aides, teacher assistants, and other paraprofessionals when appropriate.

Supervise pupils in out-of-classroom activities during assigned work time, and accept responsibility for maintaining behavior standards school-wide.

Establish and maintain standards of pupil behavior needed to achieve a desirable learning atmosphere in and out of the classroom.

Participate in and support activities which are conducive to staff rapport and morale and positive school-community relationships.

Participate in professional growth activities such as classes, workshops, conferences, school and District curriculum committees, and school-community activities (such as advisory committees, PTA, youth organizations).

OTHER FUNCTIONS:

Perform related duties as assigned.

KNOWLEDGE AND ABILITY TO:

Proficiency in computer technology/literacy.
Plan and prepare lessons.
Present lessons in a variety of instructional deliveries.
Maintain a climate conducive to student learning.
Create an appropriate physical environment.
Pre- and post- plan.
Utilize a variety of classroom discipline strategies.
Develop and maintain open channels of communication between home and school.
Develop and maintain an atmosphere of mutual respect among students, teacher, and staff.
Diagnose and prescribe in order to enable the progress of pupils toward established standards.
Evaluate academic progress.
Adhere to curricular objectives.
Participate in curriculum development.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

Ability to work at a desk and in meetings of various configurations.
Ability to read printed matter and computer screens.
Ability to communicate so others will be able to clearly understand a normal conversation.
Ability to understand speech at normal levels.
Ability to bend, twist, stoop and reach.
Ability to drive a personal vehicle to conduct business.
Ability to push, pull and transport instructional materials.

CREDENTIAL:

Must possess a valid California teaching credential authorizing service in a self-contained elementary classroom.
Must possess an authorization to teach English language learners.
Must be No Child Left Behind compliant.
Must possess a valid California driver's license.