

CARDIFF SCHOOL DISTRICT
ELEMENTARY SCHOOL TEACHER; GRADES K-6

PRIMARY FUNCTION

Under the general supervision of the site principal, responsible for providing an educational program for pupils in grades K, 1, 2, 3, 4, 5, or 6 or a combination thereof and to assist in other school programs as assigned.

MAJOR DUTIES AND RESPONSIBILITIES

- Teaches reading, language arts, social studies, mathematics, science, art, health, physical education and music to pupils in a classroom implementing the district adopted curriculum, goals and objectives and instructing pupils in other areas as specified by the Governing Board.
- Instructs pupils in citizenship, basic communication skills and other general elements of the course of study specified in state law.
- Provides individualized and small group instruction through planned instructional materials and activities which serve to adapt the curriculum to the needs of each pupil.
- Outlines units of study and develops lesson plans as requested to best utilize the allotted time for instruction.
- Establishes-and maintains high standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Communicates with parents through a variety of means.
- Holds parent conferences when needed to discuss the individual pupil's progress.
- Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude and learning problems.
- Provides and maintains a functional and creative environment for learning through-use of facilities, materials and equipment.
- Maintains own professional competence through participation in district, regional or state sponsored in-service activities.
- Performs pupil attendance reporting as required.
- Assists in carrying out a program of information and communication as a means of interpreting the school program to the community.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER DUTIES AND RESPONSIBILITIES

- Selects and requisitions books and instructional supplies and maintains required inventory records.
- Assists with distribution, completion and collection of district forms, questionnaires and bulletins regarding pupils enrolled in the class.
- Ensures a comfortable room environment through control of heating, lighting and ventilation to the extent possible.
- Supervises pupils in out-of-classroom activities during the assigned working day.
- Administers group standardized tests in accordance with district testing program.

- Participates in curriculum programs and staff meetings within the school of assignment and/or on a District level.
- Skill and/or familiarity with technology instruction
- Works cooperatively and collaborates with other staff members as appropriate
- Shares in the sponsorship of pupil activities during the assigned working day
- May plan and coordinate the work of aides and volunteers when applicable.
- Participate with other professional staff members in the family life and outdoor education programs at grade six as assigned.

QUALIFICATIONS

- Valid California Teaching Credential with appropriate authorizations.
- Bachelor's degree, including all courses needed to meet credential requirements

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.