



RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: TEACHER – BASIC JOB SPECIFICATIONS

WORK YEAR: 185 Days

REPORTS TO: Principal

EDUCATION AND EXPERIENCE:

- Valid California Teaching Credential authorizing service at the proper grade level and/or subject area with English Learner Certification

PRIMARY FUNCTION:

To help students attain intellectual achievement and emotional maturity through the appropriate use of resources provided by the District.

AREAS OF RESPONSIBILITY:

- Teach pupils the skills necessary for those pupils to achieve performance standards established by the Board of Education
- Instruct pupils in citizenship, in basic communication and computation skills, and in other elements of the course of study as specified by law and school district policy or directives
- Identify pupil needs, plan a program of study around those needs utilizing other members of the staff as necessary to provide pupils with a maximum opportunity for achievement
- Develop and maintain lesson plans and instructional materials that provide and organized base for instruction
- Maintain standards of pupil behavior needed to provide a classroom atmosphere conducive to learning
- Evaluate pupils' academic progress and social growth, maintaining appropriate records and making progress reports, communicating with parents on pupil progress and determining whether or not satisfactory pupil performance is occurring
- Keep an accurate record of each pupil's attendance
- Assist in the identification, selection and adoption of textbooks and other instructional material as may be needed
- Develop and maintain a classroom environment conducive to learning
- Maintain professional competence through participation in District inservice activities and other approved courses of training

- Participate cooperatively with management in the evaluation system through which each teacher is evaluated in conformance with the District's and State's guidelines for performance assessment
- Supervise pupils in classroom and in other school sponsored activities as assigned by the principal
- Plan and coordinate work of assigned paraprofessionals
- Enforce school rules, administration regulations and Board of Education policies
- Serve as sponsors of student activities and serve on faculty committees
- Perform other duties related to the basic assignment
- Adhere to the Code of Ethics of the teaching profession as described in the California Administrative Code, Title V, Education. Sections 5480, 5485, adopted by the State Board of Education April 10, 1970.

Ability to:

- Work independently with little direction
- Maintain professional and positive relationships with students, colleagues administration and district personnel
- Operate a computer and job related equipment
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of applicable curriculum and school instruction related regulations
- Establish and maintain a variety of accurate record keeping and filing systems
- Communicate effectively both orally and in writing
- Maintain consistent, punctual and regular attendance

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- 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

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication

- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations