

CENTRAL UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position: Elementary School Teacher - Kindergarten**Classification:** Certificated**Reports to:** Site Administrator**Range:** Certificated Salary Schedule

SUMMARY

Provides an educational program for Kindergarten pupils and assists in other school programs as assigned.

SPECIFIC RESPONSIBILITIES

1. Provides learning experiences in language arts, social sciences, health and safety, mathematics, science, art, physical education, and music to pupils, utilizing course of study adopted by the Board of Education, and other appropriate learning activities.
2. Instructs pupils in citizenship, basic communication skills, and other general elements of the course of study specified in state law and administrative regulations and procedures of the school district.
3. Develops and uses instructional materials suitable for verbal or visual instruction of pupils with wide range of mental, physical and emotional maturities.
4. Provides individual and group instruction designed to meet individual needs and help the pupils make a satisfactory transition to school.
5. Establishes and maintains standards of pupil behavior needed to achieve effective participation in all activities without interfering with the natural informal atmosphere of a Kindergarten.
6. Evaluates academic and social growth of pupils, and keep appropriate records.
7. Communicates with parents through a variety of means. Holds parent conferences to discuss the individual pupils' progress and interpret the school program.
8. Identifies pupil needs, and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
9. Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
10. Maintains professional competence through participation in in-service education activities provided by the district and/or self-selected professional growth activities.
11. Performs basic attendance accounting and business services as required.
12. Selects and requisitions books, instructional aids, and instructional supplies; maintains required inventory records.
13. Insures a comfortable room environment through control of heating, lighting, and ventilation to the extent possible.
14. Supervises pupils in out-of-classroom activities during the assigned working day,
15. Participates in curriculum and other developmental programs within the school of assignment and or on a district level.
16. Shares in the sponsorship of student activities.
17. Participates in faculty committees.
18. May plan and coordinate the work of aides, teacher assistants, and other para-professionals.