

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Elementary School Classroom Teacher – Bilingual

Classification: Certificated

Reports to: Site Administrator

Range: Certificated Salary Schedule

SUMMARY

Provide an educational program for pupils in elementary grades Pre-1, 1, 2, 3, or a combination thereof, and assists in other school programs as assigned.

SPECIFIC RESPONSIBILITIES

1. Teaches reading, language arts (including English, spelling and handwriting), social science, mathematics, science, art, health, physical education, and music to pupils in a classroom utilizing course of study adopted by the Board of Trustees and other appropriate learning activities.
2. Instructs pupils in citizenship, basic communication skills, and other general elements of the course of study common to all teachers, as specified in state law and administrative regulations and procedures of the school district.
3. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
4. Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
5. Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
6. Evaluates pupil's academic and social growth, keeps appropriate records, prepares progress reports, and communicates with parents on the individual pupil's progress.
7. Communicates with parents through a variety of means. Holds parent conferences to discuss the individual pupil's 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 in self-selected professional growth activities.
11. Performs basic attendance accounting and business services as required.
12. Has empathy for the developmental needs and abilities of pupils.
13. Selects and requisitions books, instrumental aids, and instructional supplies, and maintains required inventory records.
14. Insures a comfortable room environment through control of heating, lighting, and ventilation to the extent possible.
15. Supervises pupils in out-of-classroom activities during the assigned working day.
16. Administers group-standardized tests in accordance with district testing program.
17. Participates in curriculum and other developmental programs within the school or assignment and/or on a district level.
18. Shares in the sponsorship of student activities and participates in faculty committees.
19. May plan and coordinate the work of aides, teacher assistants, and other para-professionals.
20. Participates with other professional staff members in the family life and outdoor education program in elementary grades.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.