

**MUROC JOINT UNIFIED SCHOOL DISTRICT
REGULAR BOARD MEETING**

**District Board Room
Richard B. Lynch Educational Center
17100 Foothill Avenue + North Edwards, CA 93523**

ADDENDUM TO AGENDA

August 8, 2018

Approval is requested to add the following items to the Board Agenda:

Pursuant to Government Code 54954.2, two-thirds of the Board members present must determine that: (a) there is a need to act immediately, and (b) the need for the action came to the District's attention after the agenda was posted

CONSENT AGENDA

Page

I. Personnel Actions

11. Certificated Resignations

CA 38

J. Job Descriptions

1. New Job Description

a. **Preschool Teacher**

CA 39-40

MUROC JOINT UNIFIED SCHOOL DISTRICT

Board Meeting Background Material

TO: Board of Trustees

FROM: Kevin D. Cordes
Superintendent

DATE: August 8, 2018

AGENDA ITEM: **Approve Certificated Resignations**

BACKGROUND:

Melissa Anderson, has submitted her letter of resignation as an Elementary Teacher at West Boron Elementary School effective June 8, 2018. Melissa has been with the district since August 12, 2016.

Denise Hoshino, has submitted her letter of resignation as a Speech Language Pathologist effective June 8, 2018. Denise has been with the district since August 22, 2001.

RECOMMENDATION: It is recommended that the Board approve the resignations submitted to and accepted by the Superintendent.

MUROC JOINT UNIFIED SCHOOL DISTRICT

PRESCHOOL TEACHER JOB DESCRIPTION

NUMBER OF OPENINGS: 1

LENGTH of Work Year: 2018-2019 School Year

EMPLOYMENT TYPE: Part Time

JOB SUMMARY

Provide service in the care, development, and instruction of preschool aged children in a child care and development program. Performs all preparation activities necessary, maintains an acceptable learning environment and performs all additional out-of-class duties as assigned.

REQUIRED QUALIFICATIONS:

1. Credential/Education: Applicants must hold a valid California Child Development Associate Teacher Permit or higher.
2. Education: Associate's degree or higher in Child and Family Education, or closely related field
3. Personal Qualities: Ability to meet district standards for physical and mental health. Better than average recommendations from student teaching supervisors or other professionals who have observed the personal characteristics, scholastic attainment, and classroom performance of the teacher.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Always teaches to an objective.
2. Monitors the students and adjusts the teaching.
3. Uses the principles of learning (some of which are active participation, motivation, anticipatory set, closure, retention and reinforcement).
4. Provides instruction in the areas defined in the course outline(s) and/or the district "Expected Standards of Student Progress II".
5. Provides planned activities to further the social development of the students.
6. Develops daily lesson plans.
7. Develops with students classroom rules and consistently and fairly enforces those rules.
8. Provides individualized small group instruction as necessary in order to adapt the curriculum to the needs of the students.

9. Evaluates students' academic and social growth, keeps appropriate records, prepares progress reports (grades), and communicates with parents on individual student progress as needed.
10. Identifies student needs and cooperates with other professional staff members in helping solve pupil health, attitude, and learning problems.
11. Maintains professional competence through participation in various in-service educational activities provided by the district and self-selected professional growth activities.
12. Performs basic attendance accounting and business services as required.
13. Participates cooperatively with the principal to mutually develop the goals by which the teacher will be evaluated in accordance to the contract evaluation article and district evaluation guidelines.
14. Creates with pupils a functional and appropriate environment for learning through displays, bulletin boards and interest centers.
15. Supervises playground and other areas of duty as assignments may require.
16. Administers standardized tests.
17. Develops the curriculum to meet the needs of the individual students in each class.
18. Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.
19. Provides a classroom environment which stimulates interest in learning.
20. Instructs pupils in importance and significance of accuracy, neatness, efficiency, individual resourcefulness and good work habits as desirable for life long skills and as they relate to obtaining and retaining employment.
21. Maintains surveillance over school owned equipment, supplies and materials in order to prevent loss or abuse. Makes minor adjustments and requests repairs to equipment as needed.
22. Communicates with Administrator(s) and the Speech and Language Pathologists regarding progress of each individual student.