

ONTARIO-MONTCLAIR SCHOOL DISTRICT

ELEMENTARY CLASSROOM TEACHER- KINDERGARTEN

DEFINITION

Provides an educational program for kindergarten pupils in one extended session, and assists in other kindergarten related programs.

MAJOR DUTIES AND RESPONSIBILITIES

- Provides learning experiences in language arts, social studies, pre-reading, arithmetic, science, art, physical education, and music to pupils, utilizing the San Bernardino County Course of Study for Elementary Schools, and other appropriate learning activities.
- 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.
- Develops and uses instructional materials suitable for verbal or visual instruction of pupils with wide range of mental, physical and emotional maturities.
- Provides individual and group instruction designed to meet individual needs and helps the pupils make a satisfactory transition of school.
- 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.
- Evaluates academic and social growth of pupils, and keeps appropriate records.
- Communicates with parents through variety of means. Holds parent conferences to discuss the individual pupil's progress and interpret the school program.
- Identifies pupil needs, and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
- Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
- Maintains professional competence through participation in in-service education activities provided by the district and/or self-selected professional growth activities.
- Participates cooperatively with the principal or his designee to develop the system by which he will be evaluated in conformance with the district's uniform guidelines for evaluation and assessment.
- Selects and requisitions books, instructional aids, and instructional supplies; maintains required inventory records.
- Insures 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.
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- Participates in curriculum and other developmental programs within the school of assignment and/or on a district level.
- Shares in the sponsorship of student activities and participates in faculty committees.
- May plan and coordinate the work of aides, teacher assistants, and other paraprofessionals.
- Participates with other professional staff members in the Family Life program as assigned.
- Performs basic attendance accounting and business services as required.
- Attends P.T.A. meetings.
- Serves on bus duty and yard duty as assigned.

- Attends faculty and curriculum meetings.
- Develops weekly lesson plans and supplementary materials compatible with the basic instructional philosophy and curriculum of the District.
- Provides students with the opportunity to partake in daily patriotic observance. Education Code 52720.
- Monitors classroom environment to ensure clean and safe conditions exist, notifying principal of any unclean or unsafe classroom conditions.
- Monitors classroom activities making students responsible for putting materials, supplies, tools, etc., safely and neatly away at the end of class session.

CREDENTIAL

General Elementary, Standard Elementary or Kindergarten Primary Credential

EDUCATION

Bachelor's degree, including all courses needed to meet credential requirements. Courses in early childhood education are desirable.

EXPERIENCE

Student teaching (80 clock hours).

SUPERVISION

Responsible to Principal

Responsible for Students