

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: TEACHER ON ASSIGNMENT

Classification:	Certificated	Work Year:	Teacher Contract
Department:	Educational Services	Board Approval:	06/18/1998
Reports To:	Assistant Superintendent – Educational Services	Format Revision:	11/20/2009
Salary Range:	Teacher Salary Schedule		

BASIC FUNCTION:

A. To support interns and new teachers as a master teacher:

- Through modeling, collaboration, consultations, and observations;
- To improve success in academics (e.g. mathematics, reading, writing, language processing, etc.) or skills (e.g. music, physical education, etc.) through implementing District approved curriculum;
- In developing a safe and optimal learning environment via classroom and school management techniques;
- By providing feedback to students, parents and administration regarding student progress, expectations, goals, etc.;
- In developing instructional skills in content specific areas of Language Arts, Math, Social Studies, Science, etc.;
- Using research based strategies related to specific instructional programs;
- In implementing all aspects of District approved standards, assessment and accountability plan;
- In developing lesson plans based on research based strategies.

B. To support the District's instructional program and improve student achievement:

- By conducting training in instructional skills in content specific areas of Language Arts, Math, Social Studies, Science, etc.;
- By conducting training in lesson plan development;
- By conducting training in research based strategies related to specific instructional programs;
- By conducting training in all aspects of District approved standards, assessment and accountability plan;
- By developing lesson plans based on research based strategies and desired outcomes;
- Documenting teaching and student progress/activities/outcomes;
- Through modeling, collaboration, and observations in the implementation of district adopted curriculum.

REPRESENTATIVE DUTIES (A):

- Assess student's academic learning and/or skills for the purpose of providing feedback to students, parents and administration regarding students' progress, expectations, goals, etc.
- Assist intern teachers with implementing classroom goals and individual student plans.
- Collaborate with intern teachers to provide effective instructional programs.
- Model lessons for intern teachers.
- Meet with intern teachers to provide feedback on instructional techniques and practices.
- Assist intern teachers in the preparation of teaching materials and reports (e.g. grades, attendance, anecdotal records, etc.) for the purpose of implementing lesson plans.
- Observe intern teachers to provide feed back on instructional strategies and techniques.

REPRESENTATIVE DUTIES (B):

- Model research based strategies to instruct students for the purpose of improving student success in assigned academic subject areas (e.g. reading, writing, language processing, etc.) or skill areas (e.g. music, physical education, etc).
- Prepare teaching materials and reports (e.g. grades, attendance, anecdotal records, etc.) for the purpose of implementing lesson plans.
- Collaborate with school personnel, parents and various community agencies for the purpose of improving the quality of student outcomes, developing solutions and planning curriculum.
- Provide staff development activities.
- Coordinate training and in-service for new instructional materials adoptions, standards and assessment plan.

OTHER REPRESENTATIVE DUTIES:

- Advise parents and/or legal guardians of student progress for the purpose of supporting teacher's expectations, developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Participate in various meetings (e.g. parent conferences, in-service training, site meetings, IEP's, etc.) for the purpose of receiving and/or providing information and/or meeting credential requirements.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

- Prior job related experience.
- Three years teaching experience.

LICENSES AND OTHER REQUIREMENTS:

- Teaching Credential for appropriate level of instruction and/or subjects.
- Special credential or subject specific emphasis desired, i.e. Reading Specialist, music, art, etc.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Curriculum standards, assessment strategies, education code, district policies.
- Appropriate special subject matter.

ABILITY TO:

- Stand and walk for prolonged periods.
- Perform a variety of specialized and responsible tasks.
- Maintain records.
- Establish and maintain cooperative working relationships with students, parents, other school personnel.
- Meet schedules and deadlines.

WORKING CONDITIONS:

PHYSICAL ABILITIES:

- Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, and near/far visual acuity/depth perception/accommodation/field of vision.