

K-12 TEACHER

DEFINITION:

Under general supervision and direction of site administration, the K-12 Teacher is responsible for facilitating learning, guiding students to acquire knowledge, skills, and fostering their intellectual and personal growth, acting as an instructor, mentor, and role model within an educational setting.

QUALIFICATIONS:

Education:

- Bachelor's Degree
- Valid California Teaching Credential authorizing service in the assigned grade level or subject area(s) with an English Learner Authorization or CLAD

DISTINGUISHING CHARACTERISTICS:

Beyond content delivery, effective educators:

- Design inclusive environments,
- Adapt to diverse learner needs,
- Cultivate the critical thinking skills necessary for students to navigate life as lifelong learners

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Curricular Responsibilities:

- Teach in accordance with the approved course(s) of study at a rate and level commensurate with established student progress expectations, using adopted textbooks and other instructional materials authorized for such courses
- Provide standards-based instruction that meets the needs of diverse learners, including English learners and students with disabilities
- Provide full class, small group, and individual instruction as appropriate using a variety of techniques
- Communicate clear learning goals and expectations
- Engage with the collaborative team in ongoing learning cycles to plan instruction, to implement a guaranteed and viable curriculum, to design and use formative and summative assessments to revise instruction and respond to student learning using multiple modalities.
- Track individual student progress and empower students to monitor their own progress
- Provide appropriate, targeted, and tiered support for students to achieve grade level standards based on student evidence and assessment data.
- Maintain accurate and appropriate records of student progress and attendance, and prepare required forms/reports per district requirements
- Provide experiences for students that encourage students to think critically and analytically.

Learning Environment:

- Establish a classroom environment that is safe and supportive, where academic risk taking is encouraged, where students feel free to contribute their ideas, and where teacher and student interactions are respectful and polite.

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- Demonstrate fairness and empathy towards others.
- Ensure compliance with the California Education Code, Board policies, district regulations, and school procedures.
- Model mutual respect and maintain professionalism with students, staff, families, and administration.
- Coordinate (if applicable) the daily activities of instructional aides, assistants, para-professionals, and volunteers.
- Manage a well-organized learning environment, including the proper maintenance and order of all instructional materials and equipment.
- Ensure the safety and well-being of students both within the classroom and throughout the school campus.

Non-classroom Responsibilities: Professionalism

- Attend professional meetings such as staff meetings, PLCs, and professional development with a spirit of collaboration.
- Support and collaborate with colleagues to promote school culture.
- Attend student focused meetings such as Individualized Education Plan (IEP) meetings, 504 meetings, and parent conferences.
- Follow established policies and procedures for reporting incidents such as child abuse, substance abuse, harassment, and violence.
- Perform other non-instructional duties according to school and district policies and procedures: such as, but not limited to substitute plans, independent study, and attendance.

Other:

- Perform other reasonable duties related to this position.

KNOWLEDGE:

- California State Content Standards for assigned subjects/grade level
- California State Standards for the Teaching Profession
- Knowledge of teaching strategies and classroom management
- Data collection, management, analysis, and record keeping

ABILITIES AND SKILLS:

Specific skill-based competencies required to satisfactorily perform the functions of the job include:

- Ability to plan, organize, prioritize and manage time
- Ability to communicate effectively with students, families, peers, administrators, and other district personnel, both individually and in a group
- Ability to observe, monitor, and evaluate student progress and behavior
- Ability to establish and maintain cooperative and effective working relationships with others

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PHYSICAL REQUIREMENTS:

- Manual dexterity is sufficient to write, use a computer/keyboard, telephone, and other classroom technology, as needed.
- The mobility to stand, stoop, balance, reach overhead, kneel and bend.
- Physical mobility is sufficient to move about the work environment, and possibly from site to site.
- May require physical strength to push, pull, or lift up to 25 pounds.
- The job requires the accurate perception of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing oral information and direction.
- Physical stamina is sufficient to sit, stand, or walk for prolonged periods of time.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work onsite in a standard school/classroom environment and come in direct contact with district staff and the public.