

TITLE: TEACHER – BASIC JOB SPECIFICATIONS

WORK YEAR: 186 Days

REPORTS TO: Principal

EDUCATION AND EXPERIENCE:

- Bachelor's Degree or higher
- Valid California Teaching Credential authorizing service at the proper grade level and/or subject area with English Learner Certification

PRIMARY FUNCTION:

The Classroom Teacher is responsible for planning, organizing, and implementing an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfill their academic and social potential. Promote and maintain a safe, healthy, and clean classroom environment conducive to student growth and responsibility. Promote and maintain positive communication between students, parents, colleagues and administration.

ESSENTIAL DUTIES AND AREAS OF RESPONSIBILITY:

Curriculum and Instruction

- Plan, prepare, and deliver instructional activities that facilitate active learning experiences. Develop lesson plans and instructional materials that align with California state standards and meet the diverse needs of students.
- Establish high learning objectives, goals and expectations for all students
- Develop lesson plans and instructional materials and provide individualized and/or group instruction in order to adapt the curriculum to the needs of students with varying abilities and cultural backgrounds, implementing the District and School goals, priorities, guidelines and policies.
- Teach students the skills necessary for those students to achieve performance standards established by the Board of Education.
- Instruct students in citizenship, in basic communication and computation skills, and in other elements of the course of study as specified by law and school district policy or directives.
- Provide instruction to students with special needs in accordance with IEP, using support services as appropriate and participate in IEP meetings as appropriate.
- Design comprehensive substitute lesson plans that ensure rigorous student learning.

Student Assessment and Progress Monitoring

- Identify students' needs, plan a program of study around those needs utilizing other members of the staff as necessary to provide students with a maximum opportunity for achievement.

- Evaluate students' academic progress and social growth, maintain appropriate records, prepare progress reports, and effectively communicate progress with parents/guardians, students and administration.
- Administer, proctor, secure and submit State, District, and school standardized assessments following State, District and School policies and regulations.

Classroom Environment and Student Supervision

- Provide a classroom climate and learning experience that will positively develop the emotional, physical, social and mental development of students.
- Develop and maintain a classroom environment conducive to learning.
- Positively maintain proper control and discipline by establishing a good rapport with and between students and others involved in the learning process and in accordance with District policies and procedures.
- Demonstrate sensitivity and inclusiveness to various family and cultural patterns in planning classroom activities.
- Supervise students in the classroom and in other school-sponsored activities as assigned by the principal.
- Perform assigned supervision duties.
- Follow the school-wide standards for student behavior in and out of the classroom.
- Enforce school rules, administration regulations, and Board of Education policies at all times.
- Ensure that students are not left in the classroom at any time without teacher supervision.

Professional Responsibilities and Compliance

- Keep an accurate record of each student's attendance.
- Adhere to the Code of Ethics of the teaching profession as described in the California Administrative Code, Title V, Education. Sections 5480, 5485, adopted by the State Board of Education April 10, 1970.
- Participate cooperatively with management in the evaluation system through which each teacher is evaluated in adherence to the District's and State's guidelines for performance assessment.
- Maintain professional competence through participation in professional development activities and other approved courses of training.
- Adhere to all district policies and procedures.

Collaboration, Leadership, and Operations

- Work cooperatively with District staff, support personnel, school staff, colleagues and parents/guardians.
- Plan and coordinate the use of volunteers, instructional assistants, and other paraprofessionals when appropriate.
- Perform other duties related to the basic assignment.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS

Knowledge of:

- Principles, theories, practices, methods and techniques used in curriculum development, lesson planning and classroom instruction.
- Curriculum for subject/grade level being taught.
- Principles, theories, practices, methods and techniques to create a classroom environment that promotes positive student conduct and motivation for student learning.
- Applicable sections of the State Education Code, District Policies and other applicable laws.
- Current trends and research regarding the growth and development of children.
- Federal, State and District standardized assessment requirements.

Ability to:

- Adapt plans and instructional delivery to meet the differentiated needs of students.
- Work independently with little direction
- Maintain professional and positive relationships with students, colleagues, administration, and district personnel
- Operate a computer and job-related equipment
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of applicable curriculum and school instruction-related regulations
- Monitor students in classrooms, on school grounds, and off-campus for school-related activities
- Maintain professional and positive relationships with students, parents/guardians, colleagues and administration
- Work in a diverse socio-economic and multicultural community
- Establish and maintain a variety of accurate record-keeping and filing systems
- Communicate effectively both orally and in writing
- Maintain consistent, punctual regular attendance and adhere to district attendance policy

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental, and environmental requirements.

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to lift up to 35 pounds
- Ability to communicate effectively
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to sit, stand and walk to perform job functions
- Ability to commute to various locations to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication
- Ability to understand speech at normal levels

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations