

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Elementary Teacher-Transitional Kindergarten

BASIC FUNCTION:

Transitional Kindergarten (TK) is part of the K-12 public school system and is the first year of a two-year kindergarten program that uses a modified kindergarten curriculum along with the California Preschool Foundations, that is age and developmentally appropriate. Under general supervision of the site administrator, serves as classroom teacher in grade TK; engages and supports all students in learning; maintains and creates an effective environment for student learning; organizes subject matter for student learning; plans instruction and designs learning experiences for all students; assesses student learning; and develops as a professional educator.

ESSENTIAL DUTIES:

- Provides learning experiences and teaches the course of study prescribed by the District approved curriculum
- Develops and uses instructional materials suitable for verbal and/or visual instruction of students with wide range of mental, physical and emotional maturity
- Provides individual and group instruction designed to meet individual needs and motivate students
- Establishes and maintains standards of classroom management required to achieve effective participation in all activities
- Evaluates academic and social growth of students and keeps appropriate records
- Provides appropriate instruction and activities for students to meet school/District policies, goals and objectives
- Communicates with parents through a variety of means
- Holds parent conferences to discuss the individual student's progress and interpret the school program
- Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning problems
- Creates an effective environment for learning through functional and attractive displays such as bulletin boards, interest centers, etc.
- Maintains professional competence through in service education activities provided by the District and/or professional growth activities and university courses
- Participates cooperatively with the appropriate administrator to develop the method by which they will be evaluated in accordance with District guidelines
- Cooperates in school wide supervision of students during out-of-classroom activities
- Participates in faculty and/or District committees

OTHER REPRESENTATIVE DUTIES:

- Participates in job related or District trainings as required
- Performs adjunct duties as assigned

QUALIFICATIONS:**Knowledge of:**

- Principles, theories, practices, methods, and techniques used in curriculum development and classroom instruction for an effective transitional kindergarten program
- Classroom procedures which promote appropriate student conduct and motivation for student learning
- Interpersonal skills using tact, patience, and courtesy
- Applicable sections of the State Education Code and other applicable laws
- Current trends and research concerning the growth and development of children

Ability to:

- Adapt plans to meet different needs, learning rates, and instructional levels of pupils
- Create an instructional program and a class environment favorable to learning and personal growth
- Establish effective rapport with pupils
- Motivate pupils to develop skills, attitudes, and knowledge needed to provide a good foundation for elementary education, in accordance with each pupil's ability
- Monitor children in classrooms
- Display the use of good judgment in making decisions
- Maintain professional relationships with pupils, parents, colleagues, and community members
- Communicate effectively both orally and in writing
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat, professional, and polished appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills and continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy/responsibility
- Commitment to high standards
- High intrinsic motivation

MINIMUM QUALIFICATIONS:

Education:

Possession of an earned baccalaureate or higher degree from an accredited college or university

Credential:

Must hold California Multiple Subject Preliminary or Professional Multiple Subject Clear Credential and an authorization to serve English Learners/CLAD or BCLAD.

TK teachers must also meet one of the following requirements:

1. at least 24 units in early childhood education or child development, or both;
2. professional experience in a classroom setting with preschool-aged children that a local educational agency (LEA) deems comparable to 24 units; or
3. a Child Development Teacher Permit issued from the Commission on Teacher Credentialing (CTC). Please see California Education Code (EC) Section 48000(g)(4) for more information.

WORKING CONDITIONS:

Environment:

- Indoor classroom and school campus
- Moderate noise level

Physical Environment:

- Ability to sit or stand for extended periods of time
- Ability to frequently reach, grasp, stoop, bend, push, pull, kneel, squat, and twist to store or retrieve materials.
- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
- Ability to frequently lift and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame
- Must be able to operate office, multimedia, computer, and other technological equipment

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions
- Ability to work independently with little direction
- Ability to work on multiple, complex tasks simultaneously to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to monitor student behavior
- Ability to learn the procedures, function and limitations of assigned duties