JOB DESCRIPTION
Tahoe Truckee Unified School District

Certificated Elementary Teacher

Purpose Statement
Teacher will, under supervision of the site administrator(s), perform a wide variety of specialized and responsible tasks including the implementation of the school curriculum based on the grade level taught, facilitating student success in academic and interpersonal skills. Person to whom responsible and Evaluator: On-site Principal

Essential Functions
• Perform a wide variety of specialized and responsible tasks; work independently; interpret and apply rules and regulations as appropriate.
• Provide direct service to pupils in all areas of curriculum instruction for the purpose of improving their success in academic, interpersonal, and daily living skills through a defined course of study.
• 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 lesson plans and instructional materials and provides individualized and small group instruction in order to adopt the curriculum to the needs of each pupil.
• Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
• Evaluates pupil academic and social growth, keeps appropriate records, prepares progress and grade reports, and communicates with students, parents, and administration on the individual pupil's progress.
• Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
• Creates and maintains a functional, attractive, safe, and clean environment for learning through 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.
• Performs basic attendance accounting and business services as required.
• Supervises pupils in out-of-classroom activities during the assigned working day.
• Administers group tests in accordance with the District testing program(s).
• May plan, coordinate, and direct the work of aides, teacher assistants, and other paraprofessionals for the purpose of providing an effective school program and addressing the needs of individual students.
• Participates with other professional staff members in special programs for students.
• Collaborates with school personnel, parents, and various community agencies for the purpose of improving the quality of student outcomes, developing solutions, and planning curriculum.
• Review, check, correct and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures relating to student development and progress.
• Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment, and adhering to Education Code, District, and/or school policies.
• At Risk, Intervention, After-School Program

Other Functions
• Professional Attitude, Responsibilities and Participation
• Professional growth: Maintain professional competence through participation in in-service education activities provided by the District and self-selected professional growth activities
• Adaptability: Willing to accept changes in assignment as it relates to socioeconomic areas, programs and materials; willing to adapt to different personalities in team teaching experiences.
• Responsibilities: Responsible for basic attendance accounting and other services as required; Insure a comfortable room environment through an awareness of heating, lighting, ventilation and appropriate housekeeping; Share in the sponsorship of student activities and participate on faculty committees; Plan and coordinate the work of aides, teacher assistants, student teachers and other paraprofessionals as needed
• Duties and responsibilities may be added, deleted or changed.

Skills, Knowledge and Abilities

State standards; State curriculum framework; District policies and procedures as they apply; Operation of a variety of office machines used in a modern office environment; Operation of a variety of audio-visual equipment; Record keeping techniques; Correct English usage, grammar, spelling, punctuation and vocabulary; Oral and written communication skills; Interpersonal skills using tact, patience and courtesy; Child growth and development principles; Applicable sections of the State Education Code and other applicable laws.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, and 30% standing. The job is performed under some temperature extremes and some hazardous conditions.

Experience: Student teaching at appropriate level

Education: Bachelor’s degree, including all courses needed to meet all credentialing requirements

Certificates & Licenses

California Credential Authorizing Elementary Instruction