

JOB TITLE:

Elementary Classroom Teacher – Grades K-6

GENERAL SUMMARY:

Under the immediate direction of the Building Principal, is responsible for the academic, social and psychological growth of students in the classroom. Collaborates with school personnel, parents and community agencies to provide quality instructional programs and to perform other duties directly related to this position description.

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

General:

Teaches reading, language arts, social studies, mathematics, science, art, health, physical education, and music and other appropriate learning activities to pupils in a classroom, utilizing course of study adopted by the Governing Board.

Instructs pupils in citizenship, basic communication skills, and other general elements of the course of study specified in state law, administrative regulations, procedures and the Mission Statement of the School District.

Provides planned learning experiences in order to motivate pupils and best utilize the available time for instruction.

Assesses student test performance results and develops lesson plans and instructional materials for the class including individualized and small group instruction as necessary in order to adapt the curriculum performance standards to the needs of each pupil.

Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.

Evaluates academic and social growth of pupils, keep appropriate records, prepares progress reports, and communicates with parents 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 with assistance from students, a functional and attractive environment for learning through such things as 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.

Administers examinations as mandated by the Board of Trustees and the state.

Performs basic attendance accounting and business services as required.

Additional Related Duties/Responsibilities:

Selects and requisitions books, instructional aids, and instructional supplies; maintains required inventory records.

Ensures a comfortable room environment through control of heating, lighting and ventilation to the extent possible.

Supervises pupils on recess, bus, and before and after school duty and in out-of-classroom activities during the assigned working day.

Administers group standardized tests in accordance with District testing program;

Participates in curriculum development programs within the school of assignment and/or on a District level.

Participates in retention/promotion discussions. Acquires knowledge of high school exit examination.

Participates in grade level team meetings within the school and District. Provides vertical and horizontal grade level.

Shares in sponsorship of student activities and participates on faculty committees.

May plan and coordinate the work of aides, teacher assistants and other paraprofessionals.

Participates with other professional staff members in the social hygiene education programs as assigned.

Working Conditions:

Ability to work at a desk, conference table or in meetings of various configurations.

Ability to stand and circulate for extended periods of time.

Ability to see for purposes of reading laws and codes, rules and policies, and other printed matter and observing students.

Ability to hear and understand speech at normal levels.

Ability to communicate so others will be able to clearly understand normal conversation.

Ability to bend and twist, stoop, kneel, run and crawl. Ability to reach in all directions.

Ability to lift up to 25 pounds.

Ability to carry up to 25 pounds.

Moderate to high stress level.

Environmental Conditions:

Work is predominantly in classroom, school environment.

Temperature – normal climate, may experience short intervals of extreme weather.

Job Particulars

Tools/equipment/work aids – All body fluids shall be handled as if infectious. Disposable latex gloves are to be worn. After each use, gloves are disposed of in a lined waste container.

Contacts:

Daily contact with students, teachers and school staff.

Regular/occasional contact with parents, community members and outside agency personnel.

Adopted: 2/25/02

Occupational Certificates/Licenses:

Holds an Elementary California Teaching Credential or valid emergency certification issued by the California Commission on Teacher Credentialing.

First Aid and CPR certification.

Employment Standards:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.