

CLASSROOM TEACHER (GRADES K-8)

PRIMARY FUNCTION:

Under the immediate supervision of the site administrator, and as a member of the school staff, shall provide appropriate instruction and guidance to students assigned to him/her consistent with the California Standards for the Teaching Profession, State Academic Content Standards, the course of study, instructional materials and methodologies adopted by the Board. Shall work with other District employees and parents in creating an overall school environment conducive to learning for the students in the District.

Professional Responsibilities

1. Compile and analyze data as required for documentation and program planning.
2. Comply with state and federal guidelines regarding implementation of Individualized Education Plans (IEPs), and 504 plans.
3. Maintain accurate grade and assessment records for students assigned to him/her.
4. Maintain awareness and understanding of current educational trends and developments through professional literature, by attending conferences, site and District meetings.
5. Maintain personal standards of grooming compatible with the contract.
6. Maintain standard of promptness in carrying out assignments.
7. Meet obligations as specified by the Education Code and Board Policy.
8. Meet professional and education standards required of all teachers.
9. Participate in Professional Learning Community work.
10. Participate in school and community-related activities such as staff meetings, School Site Council, PTA special projects, etc.
11. Perform basic attendance accounting and business services as required.
12. Share responsibility for effective operation of the school program.
13. Support and participate in District and school programs such as School Improvement, Title I, GATE and English Learners.

ESSENTIAL FUNCTIONS:

Instructional

1. Assess and document students' academic and social growth; keep appropriate records; collect and analyze student data; and prepare progress reports and intervention plans consistent with District/school requirements.
2. Collaborate with school staff and parents to provide instructional services to students with disabilities consistent with 504 plans.
3. Collaborate with Special Education service personnel to provide instructional services to students with special needs consistent with Individual Education Plans.
4. Communicate with parent or guardian through a variety of means and hold parent conferences consistent with District/school requirements to discuss the individual student's progress and interpret the school program.
5. Cooperate with other professional staff members. Assess and help students and parents to solve health, attitudinal and learning problems.
6. Create and implement a classroom management plan that includes positive behavior supports needed to achieve an engaging and safe learning atmosphere in the classroom. Assume the primary responsibility for supervision of the behavior of students during the entire school day.
7. Instruct students in citizenship, and character education as specified in the Education Code and District policies and procedures.
8. Prepare and utilize lesson plans and instructional materials and strategies consistent with State Academic Content Standards and appropriate to the readiness and maturity of the students.

Such materials, including the plan book, seating chart, class list, assigned duties and schedules, shall be available to the substitute teacher.

9. Provide daily instruction consistent with assignment utilizing the State Academic Content Standards, the course of study, District exit level objectives, textbooks, and other appropriate materials and activities provided by the Board.

Other Duties and Responsibilities

Under the direction of his/her supervisor, the classroom teacher may be assigned to:

1. Administer group standardized tests in accordance with the District and school testing program.
2. Cooperate with District offices in distributing and collecting paperwork to facilitate communication and adhere to laws and/or policies.
3. Plan and coordinate the work of paraprofessionals and as requested by the supervisor, participate in the selection of these employees.
4. Select books, instructional aids, materials and supplies for his/her classroom, and maintain required inventory records.
5. Supervise students in out-of-classroom activities during the assigned working day.

QUALIFICATION STANDARDS:

Ability – Above average recommendations from supervisors or other professionals who have observed the teacher’s personal characteristics, scholastic attainment and classroom performance.

EXPERIENCE:

Successful completion of student-teaching program is mandatory, unless hired on Intern credential.

EDUCATION/CREDENTIALS:

Bachelor’s degree, including all courses to meet credential requirements. Credential(s) to meet the requirement of the assignment as established by state and local governing boards.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Maintain confidentiality and use discretion.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.

Physical Abilities:

- Bending at the waist, kneeling or crouching to assist students.
- Following training restrain students who become physically aggressive.
- Hearing and speaking clearly to exchange information and make presentations.
- Lifting books, materials and equipment to execute lessons.
- Seeing to read, prepare and review a variety of activities and to monitor student activities.
- Sitting or standing for extended periods of time.
- Walking extended lengths to escort students around campus.

Hazards:

- Potential exposure to communicable diseases and contact with blood and other body fluids.
- Potential exposure to physical injury from aggressive behavior.