

TEACHER – ELEMENTARY SCHOOL GRADES TK – 5

Purpose Statement

Under general supervision, serves as a classroom teacher in grades TK through 5 or a combination thereof; and creates a flexible program and productive classroom environment favorable to learning and personal growth to address the needs and interests of each student. Assists in other school programs as assigned.

Distinguishing Characteristics

Under the direct supervision of the school site administrator and general direction of District administrators, provides a productive educational program for transitional kindergarten through grade five students. Is a collaborative participant in grade level, site, and District-level professional learning communities. Stays current with research-based instructional delivery and planning.

Essential Functions

- Plans and provides for the teaching of all areas in the curriculum as adopted by the Board of Education;
- Creates a positive, safe, and supportive learning environment for all students;
- Identifies pupil needs and interests and cooperates with other professional staff members in assessing and helping pupils solve health, attitude and learning problems;
- Provides a variety of experiences that create curiosity and inspire the student to seek further knowledge;
- Develops a balanced program, utilizing appropriate and current research-based strategies, activities, and technology designed to encourage students to develop skills and attitudes, collaborate, draw conclusions, achieve improved interpersonal relationships, investigate, and make value judgments based upon scientific methods of inquiry;
- Develops, requisitions, and utilizes a variety of instructional materials and classroom activities which result in individual achievements of objectives;
- Strives to develop self-realization and self-regulation in students and emphasizes responsible and productive group interaction with standards of cooperative conduct
- Adapts teaching methods to meet students' varying needs.
- Instructs students individually and in groups, using multi-modal teaching methods such as discussions, hands-on projects, inquiry/discovery, simulations, and demonstrations.
- Prepares short-term and long-term lesson plans establishing clear objectives for all lessons, units, and projects;
- Communicates all lesson objectives to students;
- Follows all District, state, and federal laws and regulations pertinent to the position (i.e., mandated reporting, sexual harassment, etc.);
- Establishes, trains, and enforces behavior protocols and procedures for student behavior in the classroom and throughout the school day as needed;
- Evaluates pupil's academic and social growth and performance in a timely manner, keeps appropriate records, and regularly communicates with parents through a variety of means;

- Participates in faculty meetings and committees;
- Uses proper channels of communication to promote changes;
- May plan and coordinate the work of aides, teacher assistants and other paraprofessionals;
- Maintains professional competence through professional development activities, including but not limited to, training provided by the District, self-selected professional growth activities, coaching, and/or blended learning opportunities;
- Meets deadlines;
- Utilizes classroom space and displays that stimulate, foster, and reinforce student learning, as well as respect for self and others;
- Administers state and District assessments according to District policy;
- Maintains positive and professional relationships with all stakeholders;
- Assigns grades to each student at the end of each grading period in accordance with the adopted district/school grading policy;
- Accurately reports absences, records attendance, pre and post test scores, and grades in accordance with District/school policy;
- Maintains classroom inventory and surveillance over storage and use of school-owned equipment and materials to prevent loss or abuse;
- Makes request for repairs to equipment as required; and
- Immediately reports all safety and health hazards to the site administrator.

Other Functions

- Performs other duties as assigned.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

- Knowledge of current research-based teaching and learning processes;
- Ability to integrate current technology and methodologies in lesson planning and delivery.
- Ability to create a positive and productive classroom culture which places strong emphasis on children's social and academic development, as well as children's needs and interests;
- Knowledge of child development from birth to adolescence;
- Ability to deliver instruction to enhance student learning using appropriate materials and resources to be used with elementary grade levels;
- Ability to develop and maintain appropriate record keeping and assessment tools;
- Ability to meet deadlines;
- Ability to address various learning modalities;
- Ability to implement various teaching strategies to meet the needs of all students;
- Ability to develop and maintain effective behavioral management systems.
- Ability to interact positively, professionally, and effectively with staff, parents, students, and community;
- Ability to clearly communicate orally and in writing;
- Ability to accept criticism and grow as a result;
- Ability to demonstrate exceptional interpersonal skills;
- Ability to deliver appropriate and effective instruction and provide activities for students to meet school/District policies, goals, and objectives; and
- Ability to evaluate academic and social growth of students and keep accurate and appropriate records.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine motor dexterity. The employee must exercise enough mobility to monitor student activity and behavior throughout the course of the work day, as well as to be able to appropriately respond physically to address student health and safety issues. Generally the job requires 20% sitting, 50% walking, and 30% standing.

Education and Experience

Education:

Valid California State Teaching Credential with Cross-Cultural Language and Academic Development (CLAD), Bilingual Cross-Cultural Language and Academic Development (BCLAD), or equivalent authorization.

Bachelor's degree or higher from an accredited college or university including all courses needed to meet requirements for a teaching credential authorizing service in the grade levels and areas assigned.

Successful teaching experience, internship, or student teaching

Transitional Kindergarten applicants require at least one of the following:

- 24 units in Early Childhood Education or Childhood Development or both,
- professional experience in a classroom setting with preschool age children that is comparable to the 24 units of education, or
- a child development teacher permit issued by the California Commission on Teacher Credentialing

Certificates & Licenses

Valid California Driver's License and Evidence of Insurability

Valid California Teaching Credential authorizing service in the grade levels or areas assigned

Clearances

Criminal Justice Fingerprint/Background Clearance

Reference Check Clearance

TB Clearance

Funding

Local Control Funding Formula

FLSA Status

Exempt

Board Approval Date

October 12, 1993

Revised

March 12, 2014

May 25, 2016