JOB DESCRIPTION

POSITION: Elementary Teacher
SALARY PLACEMENT: Certificated Salary Schedule

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:
Holds an Elementary California Teaching Credential or valid intern certificate issued by the California Commission on Teacher Credentialing.

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

ESSENTIAL FUNCTIONS:
Essential functions may include, but not limited to:

1. 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 student guidelines adopted by the Governing Board.
2. Instructs pupils in citizenship, basic communication skills, and other general elements of the course of student specified in state law, administrative regulations, procedures and the Mission Statement of the School District.
3. Provides planned learning experiences in order to motivate and best utilize the available time for instruction.
4. 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.
5. Establishes and maintains standards for pupil behavior needed to achieve a functional learning atmosphere in the classroom.
6. Evaluates academic and social growth of pupils, keep appropriate records, prepares progress reports, and communicates with parents on the individual pupil's progress.
7. Identifies pupil needs and cooperates with other professional staff members in the assessing and helping pupils solve health, attitude and learning problems.
8. Creates with assistance from students, a functional and attractive environment for learning through such things as displays, bulletin boards and interest centers.
9. Maintains professional competency through participation in in-service education activities provided by the District and/or self-selected professional growth activities.
10. Administers examinations as mandated by the Board of Trustees and the state.
11. Performs basic attendance accounting and business services as required

12. Selects and requisitions books, instructional aides, and instructional supplies; maintains required inventory records.
13. Ensures a comfortable room environment through control of heat, lighting and ventilation to the extent possible.
14. Supervises pupils on recess, bus, and before and after school duties and in out-of-classroom activities during the assigned work day.
15. Participates in curriculum development programs with the school of assignment and/or on a District Level.
16. Participates in retention/promotion discussion.
17. Participates in grade level meetings within the school and District. Provides vertical and horizontal grade level collaboration.
18. Shares in sponsorship of student activities and participates on faculty committees.
19. May plan and coordinate the work of aides, teacher assistants and other paraprofessionals.
20. Participates with other professional staff members in the social hygiene and educational programs as assigned.
21. Other duties as assigned.

DIRECTLY RESPONSIBLE TO:
School Principal

PHYSICAL ENVIRONMENT:
Work predominantly in a classroom and school environment. Temperature – normal climate may experience short intervals of extreme weather. Daily contacts with students, teachers, and school staff. Regular/occasional contact with parents, community members and outside agency personnel.

WORK ENVIRONMENT:
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 and carry up to 25 pounds. Moderate to high stress level.

BOARD APPROVED:
June 19, 2012