



Date Adopted:	9/15/2009
Revised:	3/24/2012
Schedule:	Core

Job Description: **TEACHER**

BASIC FUNCTION

Under the direction of a site principal, principal's designee or other appropriate administrator, plan, implement, monitor, and assess a classroom instructional program.

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)

- Plan, implement, monitor, and assess a classroom instructional program which is consistent with District and Board goals and philosophies, local site goals and specific objectives based on assessment of student needs.
- Teach reading, language arts, social studies, mathematics, science, art, health, physical education, and music to pupils utilizing course of study adopted by the Board of Education, and other appropriate learning activities.
- Instruct pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
- Establish and maintain standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom; support and assist in maintaining district discipline policy and the site discipline plan.
- Identify pupil needs and cooperate with other professional staff members in assessing and helping pupils solve health, emotional, social and learning problems.
- Participate in curricular and extra-curricular school programs, assessment and development activities, student supervision and control, and staff, parent, department and District meetings.
- Communicate regularly with parents regarding goals and objectives of the instructional program, student progress observed, needs or problems and special accomplishments.
- Develop and communicate curricular and instructional plans and objectives to students and parents including course descriptions, performance expectations and other pertinent information to allow parental monitoring; review with the Principal as necessary.
- Assess student progress; communicate student progress to parents at each grading period and in case of unsatisfactory work or other instructional issues.
- Represent the District and assigned school or program to local and State groups as assigned maintaining a positive and professional image; interact with outside agencies as necessary.
- Provide instruction to students with special needs in accordance with IEP utilizing support services as appropriate; participate in IEP meetings as appropriate.
- Maintain records regarding students including special education students in accordance with site and District policy; prepare reports regarding students and classroom matters as directed.
- Develop lesson plans in accordance with site and District policy and practice and specific plans for substitutes as necessary.
- Perform related duties as assigned.

QUALIFICATIONS***Knowledge of:***

- Principals, theories, practices, methods and techniques used in curriculum development and classroom instruction.
- Classroom procedures which promote appropriate student conduct and motivation for student learning.
- Child guidance principles and practices.
- Principles of training and providing work direction.
- Interpersonal skills using tact, patience and courtesy.
- Applicable sections of the State Education Code and other applicable laws.
- Research methods and report writing techniques.
- Current trends and research concerning the growth and development of children.

Ability to:

- Adapt plans to meet different needs, learning.
- Create an instructional program and a class environment favorable to learning and personal growth.
- Establish effective rapport with pupils.
- Motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for education, in accordance with each pupil's ability.
- Monitor children in classrooms.
- Display the use of good judgment in making decisions.
- Maintain professional relationships with pupils, parents, colleagues and supervising staff members.
- Communicate effectively both orally and in writing.
- Maintain acceptable standards of physical health, energy and emotional adjustment to the job environment.
- Maintain consistent, punctual and regular attendance.
- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED

Bachelor's degree, including courses needed to meet credential requirements and student teaching classroom experience.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

Valid California Teaching Credential, valid English Language Learner Authorization required. Assignments in this class may be full-time or part time.

WORKING CONDITIONS

The working environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office and school environments.

Physical Abilities

- Lift, carry, push and/or pull items with a strength factor of medium work.
- Hear and speak to exchange information in person or on the telephone.
- See to read a variety of materials.
- Possess dexterity of hands and fingers to operate a computer keyboard.
- Stand or walk.
- Bend at the waist, knee or crouch to file materials.

- Sit or stand for extended periods of time.
- Reach above shoulders to file materials.
- Climb a stool/ladder.

HAZARDS:

None identified.