

## PERSONNEL

### ELEMENTARY/MIDDLE SCHOOL CLASSROOM TEACHER CERTIFICATED JOB DESCRIPTION

#### DEFINITION

Provides an educational program for pupils in grades K- 8, or a combination thereof, and assists in other school programs as assigned; responsibility for evaluation of each teacher shall reside with the site principal.

#### MAJOR DUTIES AND RESPONSIBILITIES

1. Multi-subject: Teaches, as a team or self contained class the subjects prescribed by state and local regulatory bodies i.e. reading, language arts, social studies, mathematics, science, art, health, physical education, and music to pupils in a classroom, utilizing state standards course of study and curriculum and other appropriate learning activities adopted by the Board of Trustees, and State of California.  
Single Subject: Teaches subject qualified within held credential utilizing state standards and state / board adopted curriculum for subject.
2. Instructs pupils in citizenship, basic communication skills, and other general elements of the course of study specified in state law and administrative regulations and procedures of the school district.
3. Develops lesson plans and instructional materials that addresses a variety of individual learning modalities.
4. Uses technology effectively in classroom instruction, in keeping appropriate records and preparing progress reports, report cards, benchmark assessments, etc.
5. Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom- insures a safe learning environment. Knowledge and experience of grade level State Standards of single subject taught and or grade level.
6. Evaluates pupils' academic growth, and communicates with parents on the individual pupil's progress.
7. Assists in identifying pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
8. Creates with assistance from pupils, a functional and attractive environment for learning through displays, bulletin boards, and/or interest centers.
9. Maintains professional competence through participation in required in-service education activities provided by the district and/or self-selected professional growth activities.
10. Performs basic attendance accounting and business services as required.
11. Upholds District Board Policies /Rules and Regulations.
12. Provides planned learning experiences in order to motivate pupils and best utilize the available time for instruction.

#### OTHER DUTIES AND RESPONSIBILITIES

1. Supervises pupils in out-of-classroom activities during the assigned working day.
2. Administers group standardized tests in accordance with district testing program.
3. Participates in curriculum and other developmental programs, including Professional Learning Community and Response to Intervention within the school of assignment and/or on a district level.
4. Shares in the sponsorship of student activities and participates in faculty committees.
5. May plan and coordinate the work of aides, teacher assistants, and other paraprofessionals.
6. Participates in school sponsored activities outside the assigned working day such as parent teacher meetings, Open House, Back to School Night, Holiday programs, Student Meetings; IEP, RTI, SST

Supervision Exercised or Received: Under the immediate direction of the site administrator, or delegated authority, evaluations will be completed in accordance to the local CTA contract.

ELEMENTARY/MIDDLE SCHOOL TEACHER - GRADES K- 8 (continued)

POSITION QUALIFICATIONS

1. Credential: General Elementary (K-8), General Junior High (7-8), General Secondary (7-8), Standard Elementary (K-8), Standard Secondary (7-8) where appropriate, Clear Single Subject, Clear Multiple Subjects
2. Education: Bachelor's degree in job-related area. Certificates, Licenses, Clearances, Testing and/or Bonding Required  
Must be able to meet highly-qualified teacher requirements as required by the No Child Left Behind Act  
EL Authorization  
Department of Justice and FBI Fingerprint Response
- 3.
4. Personal Qualities: Appearance, grooming, and personality which establish a desirable example for pupils. Ability to meet district standards for physical and mental health. Better than average recommendations from student teaching supervisors or other professionals who have observed the personal characteristics, scholastic attainment, and classroom performance of the teacher.
5. Incorporated within one or more of the previously mentioned essential qualifications of this job description are the following essential physical requirements:
  1. Seldom = Less than 25 percent
  2. Occasional = 25-50 percent
  3. Often = 51-75 percent
  4. Very Frequent = 76 percent and above
  - 2 a. Ability to sit for extended periods of time.
  - 4 b. Ability to stand and circulate for extended periods of time and ascend and descend steps. \*
  - 4 c. Ability to see, with or without prescriptive eyewear, for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
  - 4 d. Ability to hear, with or without hearing aids, and understand speech at normal levels.
  - 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
  - 3 f. Ability to bend and twist, kneel and stoop and reach all directions. \*
  - 1 g. Ability to lift 55 lbs. \*
  - 1 h. Ability to move a 50 lb object to a cart or hand truck. \*

\*Wheel chair accessibility and modifications for staff requiring accommodations.

Adopted: 4/10/2012

OTHER RELATED FUNCTIONS OF THIS POSITION

Assumes other duties and responsibilities as assigned by district superintendent.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.