



## **ELEMENTARY SCHOOL CLASSROOM TEACHER (GRADES K-8)** **POSITION DESCRIPTION**

### **Description of Position**

The Elementary School Classroom Teacher, under the general supervision of the Principal, provides an educational program and environment which promotes learning and personal growth for students.

**Classification**          Certificated Employment

**Work Year**                186 Days

### **1. Qualifications**

- 1.1 Valid California Teaching Credential.
- 1.2 Previous teaching experience in grade level desirable with proficiency in subject area.
- 1.3 Ability to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for continued academic growth.
- 1.4 Ability to establish effective rapport with pupils and maintain effective working relationships with administrators, teachers, parents, and other staff members.

### **2. Duties and Responsibilities**

- 2.1 Implements the mission, goals, objectives, policies, and course of study of the district as adopted by the Board of Trustees.
- 2.2 Develops and implements a plan of instruction and instructional materials consistent with the curriculum objectives for grade level.
- 2.3 Uses diverse teaching strategies, techniques and materials to achieve identified lesson objectives.
- 2.4 Provides individual and small group instruction when appropriate in order to adapt the curriculum to the needs of each pupil.
- 2.5 Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, behavior, and learning problems.

- 2.6 Administers group standardized tests in accordance with district testing program.
- 2.7 Uses results of diagnostic, evaluative and testing procedures and teacher observations to assess student progress and monitor growth.
- 2.8 Develops and implements programs to encourage discovery and critical thinking in pupils.
- 2.9 Provides opportunities for pupils to participate in a variety of learning activities.
- 2.10 Evaluates pupils' academic performance and social growth; records and prepares progress reports.
- 2.11 Establishes and maintains standards of pupil behavior conducive to learning.
- 2.12 Plans and coordinates the work of aides, classroom volunteers, and other paraprofessionals as it pertains to the classroom subject matter and grade level.
- 2.13 Creates, with assistance from pupils, a functional learning environment reflective of student work and units of study.
- 2.14 Performs basic attendance accounting as required.
- 2.15 Selects and requisitions books, instructional aids and supplies.
- 2.16 Participates in curriculum development programs with the school of assignment, on a district or Interdistrict level and participates in school/district/Interdistrict committees.
- 2.17 Maintains professional competence through participation in professional growth activities.
- 2.18 Supervises pupils in out-of-classroom activities.
- 2.19 Shares in the sponsorship of student activities and/or supervision of student activities.
- 2.20 Maintains open communication with parents regarding pupil's progress or concerns regarding pupil.
- 2.21 Keeps current on work email and website communications and technological proficiencies.
- 2.22 Performs other duties as assigned.

### **3. Organizational Relationship**

- 3.1 Supervision/Evaluation – Principal