Elementary School Teacher (k-5)

Position Summary
Under the direction of a site principal, principal’s designee or other appropriate administrator, 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, and physical education to pupils utilizing course of study adopted by the Board of Education, and other appropriate learning activities; perform other related functions as required.

Essential Functions
- Utilize core curriculum
- Communicate effectively and work collaboratively with all other school district personnel and parents.
- Undertake continuing professional development related to instructional methods related to the field.
- 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 other duties as assigned.

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.
• Provide effective learning experiences for students with a wide range of socio-economic and cultural backgrounds.
• Provide effective online teaching if necessary.
• Maintain a safe virtual classroom environment if necessary.

Minimum Qualifications
• Valid California Multiple Subject Teaching Credential authorizing the holder to teach all subjects in a self-contained classroom, and authorizing instruction for English language development and specially designed academic instruction in English.

Working Conditions
The usual and customary methods of performing the job’s functions requires the following physical demands: hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; driving a vehicle to conduct work; seeing to conduct inspections of data; and occasional lifting of boxes and equipment and bending or reaching for files and equipment. Weight of materials will vary, but generally fifty pounds or less. Generally the job requires 50% sitting, 25% walking and 25% standing. May be required to correctly transfer or restrain a child physically if needed. The job is performed under minimal temperature variations, a generally hazard free environment and in a clean atmosphere.

Work Year
185 Days

Salary
Based on current salary schedule placement

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position. This job description in no way states or implies that these are the only duties to be performed by
the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.