JOB DESCRIPTION

ELEMENTARY CLASSROOM TEACHER - GRADES 1-6

Brief Description of Position
Provides an educational program for students in grades 1-6, or a combination thereof, and assists in other school programs as assigned.

Major Duties and Responsibilities
1. Teaches reading, language arts, social studies, mathematics, science, health, art, physical education, and music to students, utilizing course of study adopted by the Board of Education. May teach a foreign language when appropriate.
2. Instructs students in citizenship, basic communication skills, and other general elements of the CUSD course of study specified in State and District laws, policy and/or procedures.
3. Provides planned learning experiences in order to motivate students and best utilize the available time for instruction.
4. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adopt the curriculum to the needs of each student.
5. Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
6. Evaluates a student's academic and social growth, keeps appropriate records, prepares progress reports, and communicates with other staff and parents on the individual student's progress.
7. Identifies pupil needs and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning problems.
8. Creates a functional and attractive classroom environment for learning through displays, bulletin boards and interest centers.
9. Maintains professional competence through participation in inservice education activities provided by the District and/or self-selected professional growth activities.
10. Performs basic attendance accounting and business services as required.

Other Duties and Responsibilities
1. Selects and requisitions books, instructional aids and instructional supplies, and maintains required inventory records.
2. Insures a comfortable room environment through control of heating, lighting and ventilation to the extent possible.
3. Supervises students in out-of-classroom activities during the assigned working day.
Job Description - Elementary Classroom Teacher - Grades 1-6

4. Administers group standardized tests in accordance with District testing program.
5. Participates in or assists with curriculum development and/or other developmental programs at the school and/or district level.
6. Shares in the sponsorship of student activities and participates in faculty committees.
7. May plan, coordinate and assist in the evaluation of the work of aides, teacher assistants and other paraprofessionals.
8. Performs related duties as assigned.

Supervision Exercised or Received

Under the immediate direction of the site administrator/designee.

POSITION QUALIFICATIONS

Minimum Qualifications
1. Credential Any valid credential issued by the State of California to perform the services of a teacher in a self-contained classroom.
2. Education Bachelor’s degree, including all courses needed to meet credential requirements.
3. Personal Qualities Appearance, grooming, and personality which establish a desirable example for students. 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.

August 1990