CHICO UNIFIED SCHOOL DISTRICT
1163 East Seventh Street
Chico, California 95928
(530) 891-3000, Ext. 142

JOB DESCRIPTION
ELEMENTARY PREP TIME SPECIALIST TEACHER - GRADES K-6

Brief Description of Position:
To create an instructional program and maintain a class environment favorable to learning and personal growth; to establish effective rapport with students; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for elementary grades and secondary education in accordance with each student's ability; to establish good relationship with parents and other staff members.

Major Duties and Responsibilities

1. Utilizes course of study adopted by the Board of Education in teaching curriculum and programs to students.
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 and assists in the coordination of instructional units within the assigned school and/or district.
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.
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4. May administer 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. 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. Sufficient units to authorize teaching in a fine arts area are required.
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