

## Elk Hills School District

### Job Description

Job Title: Teacher

#### JOB SUMMARY:

Supervised and evaluated by the school-site administrator or superintendent, facilitates student learning using the educational program in support of state laws, district adopted curriculum, and related district plans, and supports or guides other school programs to benefit student learning as assigned.

#### REQUIRED QUALIFICATIONS:

Education: Bachelor's degree, eligibility for appropriate teaching credential (multiple-subject or special education), and completion of courses that meet credential requirements.

Personal Qualities: Genuine interest in students and their learning process. 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 candidate. Must have the ability to meet the district's standards for physical health.

#### ESSENTIAL FUNCTIONS OF THIS POSITION:

1. Using state and district curriculum: prepare age-appropriate lessons for students that are based upon student readiness; demonstrates high expectations for student accomplishments; and, focus on the assigned professional duties.
2. Teach the student-learner in the subject matter assigned (multiple subject teachers include language arts, mathematics, social science, science, health, physical education, music, art, and other appropriate lessons; and core or subject matter teacher prepares as assigned).
3. As appropriate to assignment and credential, teach primary language students in their primary language with the overall objective that all students become English language fluent.
4. Utilize a variety of teaching techniques that assure student acquisition of skills and information. Techniques may include the use of technology, math manipulatives, grouping strategies, brain-based teaching strategies, and others in support of continuous learning.
5. Instruct 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.
6. Provide planned learning experiences in order to motivate pupils and best utilize the available time for instruction.
7. Develop lesson plans and instructional materials for the class including individualized and small group instruction as necessary in order to adapt the curriculum to the needs of each pupil.

8. Support school site standards of student conduct and behavior to achieve quality learning atmosphere in the classroom.
9. Participate as appropriate during staff meetings and trainings.
10. Participate as appropriate in support of communications between the parents, community, and school.
11. Participate with school-level planning and in text or material selection activities.
12. Identify pupil needs and cooperate with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
13. Create a student focused, functional, and attractive environment for learning through such things as displays, bulletin boards, and interest centers.
14. Maintain professional competence through participation in training and in-service education activities provided by the district and/or self-selected professional growth activities.
15. Assure that student attendance accounting is timely and accurate.
16. Assure grade reports are completed in a timely and clear manner.
17. Insure room environment supports the grade level curriculum.
18. Supervise students to assure safe and orderly participation in school related functions.
19. Administer assessment in accordance with the district's testing program.
20. Participate in curriculum development practices within the school assignment and/or on district level committees on a voluntary or paid status in accordance with the teacher contract.
21. Support and / or plan and coordinate work of aides, volunteers, and /or paraprofessionals.
22. Demonstrate an ability to prepare and put into practice lessons that focus on student attainment of established objectives, outcomes, and/or standards.
23. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

1. Seldom	= Less than 25%	3. Often	= 51.75%
2. Occasional	= 25-50%	4. Very Frequent	= 76% and above

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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations.                                      |
| <u>4</u> | b. | Ability to stand and circulate for extended periods of time.   |
| <u>4</u> | c. | Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students. |
| <u>4</u> | d. | Ability to hear and understand speech at normal levels.  |
| <u>4</u> | e. | Ability to communicate so others will be able to clearly understand normal conversation.                                   |
| <u>4</u> | f. | Ability to bend and twist, kneel and stoop, run and crawl.   |
| <u>4</u> | g. | Ability to reach in all directions.  |

- 2 h. Ability to lift 25 lbs.
- 3 i. Ability to carry 15 lbs.

OTHER RELATED FUNCTIONS OF THIS POSITION:

Teachers will serve in a variety of professional activities as directed by the superintendent or superintendent designee that support student learning as related to the profession of teaching.

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.

Developed 10-21-09