

Job Purpose Statement/s: The job of a teacher is to develop students' academic and interpersonal skills through academic courses of study and implementing approved curriculum; documenting teaching and student progress/activities/outcomes; addressing specific educational needs of students; providing a safe and optimal learning environment and providing feedback to students, parents and administration regarding student progress, expectations, goals, etc.

Essential Job Function:

- Instructs students for the purpose of improving their success in academics through a defined course of study.
- Assesses student progress for the purpose of providing feedback to students, parents, and administration regarding students= progress, expectations, goals, etc.
- Advises parents and/or legal guardians of student progress for the purpose of supporting teacher's expectations, developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Prepares teaching materials and reports (e.g., grades attendance, anecdotal records, etc.) for the purpose of implementing lesson plans and providing documentation of teacher and student progress.
- Maintains records of student attendance, course work, and grades to provide program accountability.
- Develops/designs lesson plans, curriculum, and instructional materials to achieve program objectives.
- Supervises students to provide a safe and optimal learning environment.
- Participates in various meetings (e.g., parent conferences, in-service training, site meeting, etc.) for the purpose of receiving and/or providing information and/or meeting credential requirements.
- Assists other teachers for the purpose of implementing curriculum.
- Promotes good citizenship, conduct, initiative and good work habits to motivate students and encourage their academic and social growth.
- Collaborates with school personnel, parents, and various community agencies for the purpose of improving the quality of student outcomes, developing solutions and planning curriculum.
- Demonstrates methods required to perform assignments and/or skills (e.g., lab experiments, athletic techniques, etc) for the purpose of providing the student with the necessary skills to perform the tasks safely and/or accurately.
- Directs instructional assistants, volunteers and/or student aides for the purpose of providing an effective school program and addressing the needs of individual students.
- Monitors student activities (e.g., classroom, lunch, grounds, etc.) for the purpose of providing a safe and optimal learning environment.
- Reports incidents (e.g., fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to Education Code, district and/or school policies.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Skills to:

- motivate students
- communicate with individuals from varied educational and cultural backgrounds
- direct support personnel
- evaluate performance of students
- operate a computer and other technology appropriate for classroom use

Knowledge of:

- age-appropriate teaching methods
- effective instructional strategies
- state curriculum framework
- curriculum development
- Education Code
- Subject matter for specific assignment

Abilities to:

- work a flexible schedule
- stand and walk for prolonged periods
- perform a variety of specialized and responsible tasks
- maintain records
- establish and maintain cooperative working relationships with students, parents, and other school personnel
- adhere to schedules and meet deadlines.

Experience Required:

- One year of experience working with school age students.

Education Required:

- Bachelor's degree.
- Valid California teacher credential appropriate for the assignment.

Certificates, Licenses, Clearances, Testing...Required:

- EL authorization.
- Department of Justice and FBI Fingerprint Response (upon hire).
- Valid California driver's license and proof of automobile insurance.

FLSA Status: Exempt

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