

# CENTER UNIFIED SCHOOL DISTRICT

**JOB TITLE:** Classroom Teacher

## **DESCRIPTION OF BASIC RESPONSIBILITIES**

To facilitate student success in academics and interpersonal skills by implementing District approved curriculum, documenting teaching and student progress/activities/outcomes, addressing specific educational needs of students, and providing feedback to students, parents and administration.

**SUPERVISOR:** Principal/Designee

## **TYPICAL DUTIES:**

### **I. CURRICULUM, INSTRUCTION AND ASSESSMENT**

1. Assess individual student and class needs.
2. Determine appropriate learning objectives for the class and the assessed needs of individual students.
3. Plan appropriate learning experiences.
4. Provide individual, small group, and class instruction as needed.
5. Monitor student progress and evaluate student achievement in relation to the learning objectives.
6. Select and requisition books, instructional aids, and supplies as approved by the building administrator.
7. Administer group and individual assessments in accordance with District assessment guidelines.
8. Deliver instruction to students to improve their success in academic and interpersonal skills through a defined course of study.
9. Implement lesson plans to conform with District and State curriculum guidelines.

### **II. LEARNING ENVIRONMENT**

1. Create an atmosphere of personal example and positive relationships with students, which inspire a desire for learning.
2. Create, with assistance from students, a functional and attractive environment for learning.
3. Maintain standards of student behavior.
4. Ensure a comfortable learning environment through control of heating, lighting and ventilation to the extent possible.
5. Ensure a proper and safe environment for conducting the instructional program.
6. Monitor student activities to ensure a safe and optimal learning environment.

### **III. DOCUMENTATION/COMMUNICATION**

1. Report individual progress to parents and school personnel through the preparation of reports and/or the holding of conferences.
2. Perform basic attendance accounting and other clerical services, as necessary.
3. Give parents/guardians information necessary for them to provide support and/or reinforce classroom objectives in the home setting.
4. Provide feedback to students, parents, and administration regarding student progress, expectations and goals.
5. Report incidents such as fights, suspected child abuse, and suspected substance abuse to maximize student personal safety and adhere to District policies.

### **IV. COLLEGIALITY/PROFESSIONAL RESPONSIBILITIES**

1. Maintain professional competence through participation in in-service education activities provided by the District and self-selected professional growth activities.
2. Participate cooperatively with the principal/designee to identify areas by which he/she will be evaluated in conformance with District evaluation and assessment forms.
3. Participate in curriculum and other instructional developmental programs within the school or on a District level.
4. Share in the sponsorship of student activities and participate on faculty committees.
5. Plan and coordinate the work of parent volunteers, instructional assistants, and other paraprofessionals assigned to provide an effective school program and ensure that needs of students are met.
6. Work cooperatively with staff toward resolution of mutual concerns and accomplishment of general objectives.
7. Interact positively with colleagues, employers, parents and community agencies.
8. Assist other teachers in implementing curriculum.
9. Collaborate with other teachers and school personnel for the purposes of improving the quality of student outcomes, developing solutions, planning curriculum and/or providing information.
10. Participate in various meetings to receive and/or provide information and/or meet credential requirements.

### **EMPLOYMENT STANDARDS:**

#### **Knowledge of:**

- Appropriate teaching methods;
- Human development and learning theory;
- Diagnostic techniques of student learning needs;
- Methods of assessing student performance;
- Uses of both standardized and criterion-referenced tests to assess student performance levels;
- Effective teaching and critical thinking strategies;
- Teaching methodologies applied to specific curricular areas;

- District's adopted courses of study;
- State curriculum frameworks.

**Ability to:**

- employ appropriate student motivational techniques;
- accept individual student's level of learning as a starting point for instruction;
- apply appropriate teaching strategies across the District curriculum effectively;
- consistently establish and maintain effective classroom control;
- motivate students;
- communicate with individuals from varied educational and cultural backgrounds;
- direct support personnel;
- evaluate student performance;
- maintain records;
- meet schedules and deadlines;
- meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner;
- communicate effectively in both oral and written form;
- establish and maintain effective work relationships;
- integrate appropriate technology into existing curriculum.

**EDUCATION, EXPERIENCE AND REQUIREMENTS:**

1. Valid California Teaching Credential
2. TB Test clearance
3. Drug test clearance
4. Criminal Justice Fingerprint clearance

**PHYSICAL CHARACTERISTICS:**

1. Sufficient vision to read printed material;
2. Sufficient hearing to conduct in-person and telephone conversations;
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations;
4. Sufficient dexterity to write, use telephone and office equipment;
5. Sufficient strength to lift, carry, reach and handle objects;
6. Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.