

PORTERVILLE UNIFIED SCHOOL DISTRICT
Job Description

K-12 CLASSROOM TEACHER

DEPARTMENT: Assigned School Site **SALARY RANGE:** Certificated Salary Schedule

REPORTS TO: Site Administrator **WORK YEAR:** 186 Days

DEFINITION: Under direction of the Principal or designee, the Teacher provides academic instruction and teaches physical and social skills to students in conjunction with the education philosophy and curriculum requirements of the District and utilizes applicable professional development and instructional strategies prescribed by District level to ensure consistency and coherence of instruction across the District. Teachers may be assigned to any grade or subject within the K-12 range for which they are qualified to teach. The classroom teacher has the primary responsibility for planning and delivering instruction and evaluating students' progress to promote student's mastery of skills and content knowledge. Classroom teachers exercise functional supervision over any classified staff assigned to their classroom.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Provide instruction in accordance with the abilities and achievements of the pupils assigned to his or her classes, and in conformance with the District's philosophy, goals and objectives as expressed in the Board's adopted courses of study. **E**
2. Align classroom curriculum with District courses of study and adopted materials. **E**
3. Deliver instruction using appropriate delivery strategies, including lecture, observation, inquiry, discussion, cooperative learning, manipulatives, and other hands on experience. **E**
4. Use large group, small group, and individual instruction appropriate to subject matter and student needs. **E**
5. Plan and prepare daily schedule, lessons, and activities to achieve a balanced program of individual and group work at the achievement level of the students involved. **E**
6. Plan and prepare daily schedule, lessons, activities, and materials for substitute teachers. **E**
7. Cooperate with other professional staff in the assessment and instructional planning for individual needs. **E**
8. Provide learning situations which enhance student acquisition of knowledge and mastery of skills. **E**
9. Participate in school/department or grade level curriculum meetings. **E**
10. Establish and maintain high standards of student behavior in order to establish a productive, exciting classroom environment conducive to learning. **E**
11. Conduct formative and summative evaluations to assess student achievement of curriculum objectives. **E**
12. Administer group and standardized tests in accordance with the District's testing program and inform students, parents, and administration of student progress. **E**
13. Provide an attractive physical environment in the classroom through displays, bulletin boards, and interest centers connected to learning objectives that maximize interest and motivation. **E**
14. Participate in the development, implementation, and evaluation of programs outlined in Federal and State requirements. **E**
15. Attend and participate in school related activities as required. **E**
16. Maintain parent contacts and hold parent conferences as required and when necessary to support or promote student achievement. **E**
17. Maintain accurate records of student grades, discipline, and attendance. **E**
18. Plan and coordinate the work of paraprofessionals, parents, and volunteers as assigned. **E**
19. Attend and participate in required in-services training activities and works with his/her principal in planning his/her own professional growth. **E**
20. Identify and attempt to meet special needs of pupils, and initiate referrals to special programs and services personnel as necessary. **E**
21. Develop and prioritize long and short-term learning objectives within curriculum guidelines. **E**

22. Ensure students are supervised in the classroom and provide supervision of students in various other school situations. **E**
23. Utilize evaluation results to plan for subsequent instruction. **E**
24. Inventory and requisition books, instructional materials, and supplies as needed. **E**
25. Participate in faculty and committee meetings as necessary. **E**
26. Promptly report safety, sanitary, mechanical, fire or equipment hazards, failures or breakdowns. **E**
27. Maintain predictable and regular positive daily attendance at work site and maintain neat appearance suitable for public contact. **E**
28. Maintain work area and tools/equipment in a safe, sanitary manner. **E**
29. Physically and mentally perform essential duties of the position without hazard to self or others. **E**.
30. Perform duties with awareness of all district requirements and Governing Board policies. **E**
31. Perform related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Modern strategies and methods used in lesson planning, instructing, and evaluating progress of students.
2. Strategies and methods to instruct students individually in group situations.
3. Techniques for effective student motivation and discipline.
4. Innovative curriculum development strategies.
5. Strategies for working with students of multi-ethnic and varying socio-economic backgrounds.
6. Plan and deliver an effective instructional program.
7. Achieve and realize compatibility between personal professional goals and District philosophy and curriculum programs.
8. Adapt the curriculum and materials to the needs of each student.
9. Cooperate with school and District staff and parent community in instructional planning for individual student achievement.
10. Maintain accurate records for reporting purposes.
11. Provide a safe, positive and productive environment which maintains student interest and motivation.
12. Provide instruction according to State and Federal program requirements.
13. Direct and supervise assigned classified personnel.
14. Analyze and interpret test scores for purposes of designing and delivering appropriate instruction.
15. Effectively communicate in written and verbal form with students, school personnel, parents and administration.
16. Work effectively with students of varying ethnic and socioeconomic backgrounds.
17. Establish rapport, communicate with, and involve parents in their child's total education.
18. Establish and maintain cooperative relationships with students, teachers, parents, and community.

MINIMUM REQUIREMENTS, EXPERIENCE and CONDITIONS OF EMPLOYMENT:

19. An appropriate valid California Teaching Credential for the grade level and/or subject area assigned.
20. Possess and maintain a valid CA Driver's license. Driving record must satisfy school insurance requirements, as well as district, state and other requirements for driver safety.
21. Submit to and clear pre-employment drug screening and FBI.
22. Proof of freedom from active tuberculosis at time of employment and as required thereafter.
23. Verify completion of Child Abuse Mandated Reporter Training and Sexual Harassment Prevention Training within six (6) weeks of hire and annually thereafter as required by law.

MINIMUM PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical requirements for this occupation will vary dependent upon the type of work or project being requested on that particular day. Physical requirements are reported as the maximum that might be anticipated during any given workday. Physical requirements are rated on a percentage-per-work-day basis. References are made according to the terms: "SELDOM" (0-19%); "OCCASIONAL" (20-39%); "FREQUENT" (40-79%); AND "CONTINUOUS" (80 -100%).

Continuous (80-100%): Standing, Walking, Bending, Stooping, Torso Rotation, Grasping, Handling, Vision, Speaking, Hearing. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

Frequent (40-79%): Reaching

Occasional (20-39%):Lifting/Carrying: The maximum weight lifted or carried would be containers, tubs or

instructional materials that weigh less than 30 pounds.

Seldom(0-19%): Kneeling/Crawling, Squatting/Crouching, Pushing/Pulling.

Other: The position requires the individual to meet multiple demands from several people and interact with students, the public and other staff by speaking and listening.

Environment: Indoors/Outdoors: Mainly subject to inside environmental conditions and protected from weather conditions but not necessarily from temperature changes. Occasionally subject to outdoor environmental conditions, including moderate cold with temperatures as low as 40 degrees for periods of more than one hour. Occasionally subject to moderate to extreme heat where temperatures above 100 degrees for periods of more than one hour are possible.

Other: Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions; physical, mental and emotional stamina to perform the duties and responsibilities of the position and ability to endure long hours under sometimes stressful conditions. May be exposed to infectious diseases. Physical mobility sufficient to move about the work environment (office, District, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, drive an automobile, and to respond to emergency situations.

NOTE: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The “knowledge, skill, and ability to” requirements are minimum requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the functions performed by this position. Additional functions are performed by individuals currently holding this position and additional functions may be assigned. Employment offers are contingent upon ability to pass a pre-employment drug screening. State law requires all employees to be fingerprinted for the purpose of a background investigation and prohibits the commencement of employment until the background investigation has been completed Fees paid for background check or any other pre-employment verifications are nonrefundable. Proof of freedom from active tuberculosis must be furnished at time of employment Immigration, Naturalization & Control Act of 1986 requires that all employees hired after November 6, 1986 provide proof of work eligibility. Therefore, if hired, please present appropriate documentation verifying identity and ability to work legally in the U.S.

Porterville Unified School District does not discriminate on the basis of sex, sexual identification, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability or genetic information.

Title IX Coordinator/Nondiscrimination in District Programs & Activities: Director of Assessment & Accountability

DRUG FREE/SMOKE FREE WORKPLACE