

## **Teacher**

### **Purpose Statement**

The job of Teacher is done for the purpose/s of providing support to the instructional process by serving as a teacher with specific responsibility for developing skills, knowledge and abilities of students; supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum and guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

This job is distinguished from similar jobs by the following characteristics: Teacher expertise required in specific area determined by the student population (e.g. DHH, Alt Ed, etc.).

This job reports to Assigned Administrator

### **Essential Functions**

Adapts classroom work (e.g. design lesson plans based on state content and performance standards, provide for individualized and group instruction, teach various subjects utilizing specialized software as necessary, etc.) for the purpose of providing students with instructional materials that address individualized learning plans within established lesson plans.

Administers testing programs, subject specific assessments, etc. (e.g. state and local student assessments, etc.) for the purpose of assessing student competency levels and/or developing individual learning plans.

Advises parents and/or legal guardians of student progress (e.g. conduct initial interviews and conferences with parents; discuss student progress with parents on an on-going basis, etc.) for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.

Assesses student progress towards objectives, expectations, and/or goals (e.g. grade reports, reports, etc.) for the purpose of providing feedback to students, parents and administration.

Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of school improvement plans.

Coordinates activities with specialists, general education teachers, and/or community agency personnel for the purpose of providing program continuity.

Demonstrates methods required to perform classroom and/or subject specific assignments (e.g. instruct students with special needs regarding individualized tasks to implement and achieve IEP/IFSP learning goals; design and implement appropriate behavior management techniques; provides adaptations, as needed, in the delivery of the common core appropriate curriculum for individual students as well as in small groups and/or the whole class, etc.) for the purpose of providing an effective program that addresses individual student requirements.

Directs student teachers, paraeducators, volunteers and/or student workers (e.g. work direction and guidance; job coaching, vocational training, etc.) for the purpose of providing an effective classroom program and addressing the needs of individual students.

Manages student behavior for the purpose of providing a safe and positive learning environment.

Monitors students in a variety of educational environments (e.g. classroom, playground, field trips, job sites, etc.) for the purpose of providing a safe and positive learning environment.

Participates in a variety of meetings, including serving as a member of the multi-disciplinary IEP/IFSP/ILP teams (e.g. provide input to goals for IEP/IFSP/ILP; special project teams and committees; teacher and staff; in-service training programs, etc.) for the purpose of conveying and/or gathering information required to perform functions.

Prepares a variety of written materials (e.g. grades, attendance, anecdotal records; reports for external agencies, etc.) for the purpose of documenting student progress and meeting mandated requirements.

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 (mandated reporter per Education Code) and school policies.

Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction.

Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

Works in collaboration with other classroom teachers for the purpose of implementing established curriculum and/or individual student plans.

### **Other Functions**

Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies; and concepts of grammar and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience:** Job related experience is required.  
**Education:** Bachelors degree in job-related area.

**Equivalency:**

**Required Testing:**

**Continuing Educ. / Training:**

Maintains Certificates and/or Licenses

**Certificates and Licenses**

Teaching Credential  
Valid Driver's License & Evidence of Insurability

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
Tuberculosis Clearance

<b>FLSA Status</b>	<b>Approval Date</b>	<b>Salary Grade</b>
Exempt		<AB+30