WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

ELEMENTARY TEACHER

**Brief Description of Position**
Assumes the position of teacher and related duties in grades Kindergarten through six, as assigned.

**Supervision Exercised or Received**
Teachers serve under the immediate direction of the site administrator.

**Duties and Responsibilities**
1. Teaches students in the fields of reading, language arts, mathematics, social science, general science, health, art, physical education, and music in a classroom utilizing the course of study adopted by the Board of Education.
2. Develops programs and instructional materials and provides individualized and group instruction in order to adapt the curriculum to the needs of each pupil.
3. Establishes procedures and techniques for maintaining proper control to enhance learning.
4. Creates and maintains a suitable learning environment.
5. Evaluates pupils' academic growth and observable social growth, keeps appropriate records, prepares progress reports, and communicates with parents on individual pupil progress.
6. With the assistance of available professional staff, identifies pupil needs and works toward the fulfillment of those needs.
7. Maintains attendance records.
8. Administers group standardized tests in accordance with District and State testing program.
9. Performs reasonable non-teaching duties as assigned.

**Other Duties and Responsibilities**
1. Participates in curriculum and related programs within the school of assignment and at District level.
2. May plan and coordinate the work of aides, teacher assistants, and other paraprofessionals.
3. Maintains professional competence through participation in self-selected professional growth activities.

**Credential**
Must possess a California elementary teaching credential.

Personnel/t
9-18-86