

**ELEMENTARY CLASSROOM TEACHER
TRANSITIONAL KINDERGARTEN****DEFINITION:**

Under the direction of the principal and/or assistant principal, teach and assess students in Transitional Kindergarten or a combination class in academic, social, behavioral, and other related skill areas; develop, organize, and conduct a comprehensive education program for early childhood and Transitional Kindergarten/primary grade students in accordance with each student's abilities; and assist in other school programs as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Teach language arts, mathematics, social studies, science, health, art, physical education, and music to elementary students in an elementary classroom, addressing state content standards and utilizing District curriculum, adopted resources, and appropriate teaching strategies; provide individual, small group and whole group instruction, adapting curriculum to meet the needs of all students; and instruct students in citizenship, basic communication skills, study skills and other general elements of the course of study specified in state frameworks and the administrative regulations and procedures of the school district.
- Develop weekly lesson plans, providing appropriate, detailed instructions/plans for substitute teacher in event of absence; plan a balanced instructional program; and translate lesson plans into learning experiences so as to best utilize the available time for instruction.
- Establish and maintain appropriate standards of student behavior, utilizing a variety of behavior management strategies and techniques, and create an effective social and behavioral climate to encourage student learning.
- Create an effective physical room environment for learning through displays, exhibits, bulletin boards, and/or centers; and provide reasonable safety precautions to protect students, equipment, materials and the school facility.
- Identify and assist and cooperate with school and District personnel in assessing student needs; evaluate students' academic and social growth; keep appropriate records; prepare progress reports and report cards, utilizing District systems; and prepare, administer, score, record and/or analyze results of a variety of developmental criterion-referenced and standardized tests in evaluating student achievement; use results to guide instruction.
- Establish and maintain timely and effective communication with parents on the individual student's progress through a variety of means, including a home page; and hold parent conferences when needed to discuss the individual pupil's progress and interpret the school program.
- Select and requisition books, instructional aids, instructional supplies, and maintain required inventory records; and perform basic attendance accounting and business services as required.
- Maintain professional competence through participation in in-service educator activities provided by the district and/or self-selected professional growth activities; participate in faculty and/or District meetings and committees; and participate cooperatively with administration to develop and accomplish annual goals and objectives.
- Cooperate in school-wide supervision of students during out-of-classroom activities; and may sponsor student activities.
- May plan and coordinate the work of student teachers, teacher assistants, aides and other paraprofessionals and/or volunteers.
- Maintain District standards including sharing in the responsibility of the school programs; fulfill responsibilities and duties in a timely and efficient manner; promote a professional image; maintain confidentiality; comply with all federal, state, district, and school regulations, policies and procedures, and District curriculum and content standards; and accept supervision and direction.
- May perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Basic subject matter of elementary classroom teaching principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of Transitional Kindergarten students; child growth and development and behavior characteristics of the Transitional Kindergarten student; educational curriculum, instructional goals and objectives, and educational trends and research findings pertaining to early childhood education; classroom management strategies, techniques and methods, and conflict resolution procedures; and socio-economic and cultural background differences of the general school population.

Ability to:

Plan, organize, develop and conduct a comprehensive instructional program for students in Transitional Kindergarten or a combination; assess the educational needs of students and provide effective learning experiences for students from a wide range of socio-economic and cultural backgrounds and with varying mental, social, and emotional levels; provide a stimulating learning environment; provide innovative programs designed to enhance student educational opportunities and experiences; utilize technology to enhance classroom lessons and as a means for various types of communication and record keeping; communicate effectively, both orally and in writing; work cooperatively and collaboratively with others; and establish and maintain effective working relationships.

Experience:

Student teaching, internship, or full-time teaching experience.

Education:

Bachelor's degree from an accredited college or university.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of supplies and other work related materials will vary, but generally be of less than twenty pounds. (This is a partial listing of physical requirements. A complete list is available in Personnel Services upon request.)

Licenses/Credentials:

Valid California Multi-Subject Credential or other appropriate credential authorizing service in grade level assigned, and English Learner authorization. Must be certified as "Highly Qualified" under No Child Left Behind Act. Possession of a Valid California Driver's License, if required.