

**ELEMENTARY OPTION II CLASSROOM TEACHER
GRADES K-3****DEFINITION:**

Under the direction of the principal and/or assistant principal, work with the regular classroom teacher for at least half of the instructional day to teach and assess students in a Class Size Reduction Classroom in Grades K, 1, 2, 3 or a combination of these grades, in the area of language arts and math and other related skill areas; develop, organize and conduct a comprehensive language arts and math program for early childhood and primary grade students in accordance with each student's abilities; and assist in other school programs as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collaborate and work with one or more regular classroom teachers to teach language arts and mathematics, and any other assigned subjects, to 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 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.
- May create an effective 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; develop alternative solutions to individual educational planning; may help evaluate students' academic and social growth; keep appropriate records; and may prepare progress reports and report cards, utilizing District systems; may prepare, administer, score, records and/or analyze results of a variety of criterion-referenced and standardized tests in evaluating student achievement; use results to guide instruction.
- Collaborate with the regular classroom teachers to establish and maintain timely and effective communication with parents on the individual student's progress through a variety of means; including through a home page; may assist in holding parent conferences when needed to discuss the individual pupil's progress and interpret the school program.
- May help select and requisition books; instructional aids, and instructional supplies, and maintain required inventory records; 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.
- Assist in school-wide supervision of students during out-of-classroom activities; and may sponsor student activities.
- Work as a team with the regular classroom teachers to 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; fulfilling responsibilities and duties in a timely and efficient manner; accepting supervision and direction; promote a professional image; maintain confidentiality; comply with all federal, state, district and school regulations, policies and procedures, and District curriculum and content standards.
- May perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of primary grade students; child growth and development and behavior characteristics of the primary grade child; educational curriculum, instructional goals and objectives, and educational trends and research findings pertaining to early childhood educational programming; behavior management strategies, techniques and methods, and conflict resolution procedures; socio-economic and cultural background differences of the general school population.

Ability to:

Plan, organize, develop and conduct a comprehensive teaching and instruction program for students in Grades K, 1, 2, 3, or a combination of these grades; assess the education 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; 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 Language authorization. Must be certified as "Highly qualified" under No Child Left Behind Act. Possession of a valid California Driver's License, if required.

Board Approved: April 24, 2007

Revised: November 18, 2008