

EXPANDED LEARNING OPPORTUNITIES PROGRAM TEACHER
Grades TK-6

DEFINITION:

Under the direction of the principal and/or assistant principal and in coordination with the TLC Staff, help identify Expanded Learning Opportunity Program (ELOP) students, invite students, manage and assist in the enrollment process, coordinate the administrative services of the Expanded Learning Opportunities Program, teach and assess students in grades TK through 6th grade, develop and provide academic intervention and extra-curricular enrichment lessons in accordance with each student's abilities, provide feedback to teachers, parents, and TLC staff, track student progress, and assist in other educational programs as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Compose correspondence and other communications with families and school personnel regarding student progress, attend meetings, and maintain confidentiality on sensitive matters.
- Act as liaison between the school, parents, students, various departments and District Office regarding student participation in ELOP.
- Maintain class schedules, student enrollment, attendance and rosters for new and continuing students in the ELOP.
- Implement individualized intervention plans with specific strategies to address the needs of targeted students; support students' development of academic and social skills, practices and attitudes necessary to be successful in increasing proficiency in 21st-Century skills; and plan for differentiated student needs and academic levels.
- Collaborate effectively with school and other school-based personnel in assessing student needs and adapt curriculum offerings to meet individual educational needs that guide and challenge students.
- Provide enrichment activities and lessons incorporating language arts, mathematics, social studies, science, health, art, physical education, and music to elementary students in the ELOP, utilizing District curriculum, adopted resources, and/or 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 the substitute teacher in the event of an absence; and translate lesson plans into learning experiences so as to best utilize the available time for instruction.
- Identify, assist and cooperate with school and District personnel in assessing student needs; evaluate students' academic and social growth; keep appropriate records; prepare, administer, score, record and/or analyze results of a variety of criterion-referenced and standardized tests in evaluating student achievement; use results to guide 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.
- Establish and maintain timely and effective communication with parents on the individual student's progress through a variety of means, may hold parent conferences when needed to discuss the individual pupil's progress and interpret the school program.

- Maintain professional competence through participation in in-service educator activities provided by the District and/or self-selected professional growth activities; participate cooperatively with administration to develop and accomplish annual goals and objectives.
- Cooperate in school-wide supervision of students during out-of-classroom activities.
- Maintain District standards including sharing in the responsibility of 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 classroom teaching level assigned; principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of elementary students; child growth and development and behavior characteristics of the elementary student; educational curriculum, instructional goals and objectives, and educational trends and research findings pertaining to elementary education; classroom 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 intervention program for students in elementary grades; provide effective learning experiences for students from a wide range of socio-economic and cultural backgrounds and with varying mental, social, and emotional levels; assess the educational needs of students, and design, develop, and implement sound individualized educational plans; provide stimulating learning environment; utilize technology to enhance classroom lessons and as a means for various types of communication and record keeping.

Experience:

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

Three years of teaching experience (or equivalent experience) with at-risk students desired.

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 Multiple Subject Credential and an English Learner authorization. Possession of a Valid California Driver's License, if required.