

**PATHWAYS TO COLLEGE K-8
JOB DESCRIPTION**

TITLE:	Teacher, Middle Grade
CATEGORY:	Certificated Exempt
REPORT TO (BY TITLE):	Executive Director/Principal
SALARY RANGE:	Refer to Certificated Teacher Salary Schedule
SALARY SCHEDULE:	Certificated Contract
WORK YEAR:	10 Months

POSITION DESCRIPTION

Under the general direction of the Executive Director/Principal, the Middle Grade Teacher provides an education program for students in grades 6th – 8th, or in a combination thereof, assists in other school programs as assigned; creates a classroom environment favorable to learning and personal growth; establishes effective rapport with students; motivates students to develop skills, attitudes, and knowledge needed to provide a good foundation for further education; and establishes good professional relationships with parents and co-workers.

DUTIES AND RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)

Duties may include, but are not limited to the following:

- Teaches one or more subjects; language arts, social studies, mathematics, science, and P.E.; one or more electives to students in a departmentalized setting, utilizing Common Core Standards in conjunction with appropriate learning activities and materials.
- Develops weekly lesson plans and supplementary materials compatible with the school's basic instructional philosophy and curriculum; submits lesson plans to the Executive Director/Principal on a weekly basis.
- Submits emergency lesson plans to the Executive Director/Principal at the beginning of the school year to be given to the substitute teacher in the event of an emergency; replacing them as needed.
- Identifies students' needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
- Meets and collaborates with other teachers within assigned hives on a regular basis for the purpose of supporting one another in achieving education program goals and developing as a professional.
- Conducts RTI level one and two intervention; submits RTI intervention documentation forms to the Executive Director/Principal on a weekly basis.
- Evaluates students' academic and social growth, keeps appropriate records, prepares progress reports, and communicates with parents on the individual student's progress.

- Inputs student progress updating information on a weekly basis in grade reporting system
- Conducts parent/teacher conferences and meets with parents to discuss students' individual progress.
- Administers standardized tests in accordance with school testing program requirements.
- Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.
- Selects and requisitions books and instructional supplies; maintains required inventory records.
- Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
- Monitors classroom environment to ensure clean and safe conditions exist; notifies Administrator of any unclean or unsafe classroom conditions.
- Monitors classroom activities making students responsible for putting materials, supplies, tools, etc., safely and neatly away at the end of each class session.
- Guides students in citizenship and social responsibilities.
- Ensures a comfortable room environment through control of heating, lighting, and ventilation to the extent possible.
- Accompanies and supervises students at the drop off area at the end of assigned day.
- Attends staff meetings, staff development, and designated board meetings.
- Maintains professional competence through participation in in-service education activities or self-selected professional growth activities.
- Promotes student activities and participates in student field trips.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Performs other related duties as assigned.

JOB REQUIREMENTS

Knowledge of:

- California Common Core Standards and Assessments

Ability to:

- Design lesson plans using Common Core State Standards
- Effectively teach students
- Organize and present ideas effectively in oral and written form
- Make skillful decisions
- Be flexible and adjust easily to change
- Maintain order in the classroom
- Work with aides, teacher assistants, and other paraprofessionals
- Integrate technology into the course of study
- Work under pressure and meet deadlines
- Operate a PC computer, word processor, copier, FAX, other office machines
- Be attentive to detail
- Meet deadlines and schedules and work under time constraints
- Adhere to safety practices

Work Environment:

- The job functions are generally performed in an indoor or outdoor environment requiring the following significant physical abilities: reaching, handling, feeling; sensory speaking, hearing and visual.

MINIMUM QUALIFICATIONS

Education:

- Bachelor's degree including all courses needed to meet credential requirements; appropriate California Teaching Credential;
- Cross-cultural Language and Academics Development (CLAD) Certification or Bilingual Cross-cultural Language and Academics Development (BLCAD) Certification or EL Authorization, NCLB Certificate of Compliance.
- Preferred: Single Subject Credential for 6th – 8th Grades.