

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

TITLE:	Teacher, K – 5 th
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 general supervision of the Executive Director/Principal, the Teacher will provide an education program for students in grades K – 5th 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 reading, language arts, social studies, mathematics, science, art, health, physical education, and music to students in a self-contained classroom, utilizing Common Core State 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 grade levels 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 learning environment to ensure clean and safe conditions exist; notifies Administrator of any unclean or unsafe 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.
- 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.

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 (BCLAD) Certification or EL Authorization, NCLB Certificate of Compliance.
- Preferred: Multiple Subjects Teaching Credential.

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 outdoor or indoor environment requiring the following significant physical abilities: reaching, handling, feeling; sensory speaking, hearing and visual.

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Board Approved: May 16, 2019