

NATIONAL SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: CLASSROOM TEACHER, GRADES KINDERGARTEN THROUGH SIX

Job Purpose Statement(s): Under the direct supervision of the School Principal, provides an educational program for students in grades Kindergarten through six, or a combination thereof, and assists in other school programs as assigned.

Essential Job Functions:

- **Helps** develop in each student, an awareness of his/her worth as an individual and his/her role in the family, school and community.
- **Teaches** students language arts, basic communication skills, social science, mathematics, science, health, art, physical education music and other appropriate learning activities utilizing the course of study adopted by the Governing Board. Differentiated staffing may limit the subjects taught.
- **Instructs** students in citizenship and other general elements of the course of study specified by state law and administrative regulations, goals and procedures of the District.
- **Develops** lesson plans and instructional materials; provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.
- **Creates** a functional and attractive learning environment in which emphasis is placed upon the development of a positive self-concept.
- **Establishes** and maintains a climate for development of student behavior, utilizing the assertive discipline plan, needed to achieve classroom instructional objectives.
- **Identifies** student needs and cooperates with other staff members in providing learning activities to help students solve health, attitude and learning problems.
- **Evaluates** students' academic and social growth, keeps appropriate records, prepares progress reports and communicates with parents on the individual student's progress.
- **Maintains** professional competence through participation in inservice education provided by the District and/or self-selected professional growth activities.
- **Performs** basic attendance accounting as required.
- **Shares** in the supervision of students in out-of-classroom activities during the assigned working day.
- **Selects** and requisitions books and instructional materials, and maintains required inventory records.
- **Administers** individual and group standardized tests in accordance with District testing program.
- **Participates** in curriculum development programs within the school and/or district.
- **Shares** in the sponsorship of school activities and participates in faculty committees.
- **Plans** and coordinates the work of paraprofessionals as necessary.
- **Reflects** sensitivity to the needs of students and parents of different ethnic, cultural, educational and economic backgrounds.

Other Job Functions:

- **Performs** other duties as assigned.

Job Requirements-Qualifications:

Skills, Knowledge and/or Abilities required:

Skills in appropriate subject matter, oral and written communication; interpersonal skills using tact, patience and courtesy.

Knowledge of curriculum, education code, district policies.

Abilities to establish and maintain cooperative and effective working relationships with children and adults; maintain records and prepare reports; analyze situations accurately and adopt an effective course of action; work independently with little direction; plan and organize work. Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision.

Licenses, Certifications, Bonding and/or Testing Required: Valid California Teaching Credential, Valid California Drivers License, Criminal Justice Fingerprint Clearance.