



University Charter School

PE - Teacher

Job Description

JOB SUMMARY:

Under the supervision of the site administrator, provide instructional services to students.

REQUIRED QUALIFICATIONS:

Education/Certification:

Have obtained full State teacher certification that is applicable to the grade span (K-6, 7-8) and subject(s) taught or are enrolled in an approved intern program. Hold a Crosscultural Language and Academic Development (CLAD) or Bilingual Crosscultural Language and Academic Development (BCLAD) certificate or equivalent. In addition —

- Teacher new to the profession (credentialed on or after July 1, 2002)
 - Hold at least a bachelor's degree from an accredited university/college, and
 - Passed a validated statewide subject matter examination certified by the California Commission on Teacher Credentialing (CTC), or if a middle school teacher
 - Completed a CTC approved university/college program in the core subject to which assigned, or
 - Hold an undergraduate degree in the core subject taught, or
 - Hold a graduate degree in the core subject taught, or
 - Completed coursework at an accredited university/college equivalent to an undergraduate major.
- Teacher not new to the profession (credentialed before July 1, 2002)
 - Hold at least a bachelor's degree from an accredited college or university and, prior to June 30, 2006, and
 - Passed a validated statewide subject matter examination certified by the California Commission on Teacher Credentialing, or
 - Have successfully completed a high objective uniform state standard evaluation, or if a middle school teacher
 - Completed a CTC approved university/college program in the core subject to which assigned, or
 - Hold an undergraduate degree in the core subject taught, or
 - Hold a graduate degree in the core subject taught, or
 - Completed coursework at an accredited university/college equivalent to an undergraduate major.

Experience:

Experience working with children in an instructional setting.

Ability to:

- Effectively deliver an instructional program that is aligned with district curricular standards;
- Establish and maintain a learning environment that advances student learning;
- Monitor and record student progress in a manner that is understandable to students and parents;
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work, including students, parents and co-workers;
- Represent and support the district or school in conversations with the public;
- Understand and carry out oral and written directions;

- Communicate in the student’s primary language (for some positions);
- Effectively communicate verbally and in writing.

Knowledge of:

- Child learning and development principles and practices;
- Subjects taught in District schools, including, but not limited to reading, mathematics, and language arts;
- Pedagogical methods and techniques that promote student learning;
- Student supervision and intervention practices in classroom and playground activities;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Reading and writing communication skills;
- Interpersonal relations skills using tact, patience, and courtesy
- Record-keeping techniques

ESSENTIAL FUNCTIONS:

- Teach individual or small groups of students;
- Prepare lessons that are aligned with district curricular standards;
- Observe and control behavior of students according to approved procedures;
- Report progress regarding student performance and behavior;
- Confer with parents/guardians regarding individual student progress;
- Participate in professional growth activities that enrich teacher effectiveness;
- Supervise students in a variety of settings and maintaining classroom discipline;
- Operate equipment needed to support teaching, including computers, duplicating equipment; and presentation technology;
- Confer with teachers and administrators concerning programs and materials to meet student needs;
- Assure the health and safety of students by following all health and safety rules;
- Direct group activities of students as assigned;
- Maintain inventory of books and teaching aids; order classroom supplies;
- Perform other related duties as assigned.

WORKING CONDITIONS:

Environment:

- School Environment
- Close contact with school age children

Physical Abilities:

- Sufficient vision to read material with or without vision aides;
- Sufficient hearing to conduct in-person conversations with students, teachers and parents;
- Sufficient voice volume to be heard at normal conversational distances;
- Ability to stand for long periods of time;
- Physical, mental and emotional stamina to endure stressful conditions.

Employee: _____ Date: _____

Signature: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: October 10, 2006