

# **SOUTH FORK UNION SCHOOL DISTRICT**

## **CERTIFICATED JOB DESCRIPTION**

### **Certificated Teacher**

**SUMMARY:** An employee in this class provides direct instruction to students and provides a high quality instructional program within a small school environment where every student will have the opportunity to reach their fullest potential. A wide variety of tasks are performed in the teaching-learning process for students, the primary one being to help students learn the subject matter and skills that will contribute to their development as mature, able, and responsible adults. Teachers are responsible for maintaining a classroom climate which nurtures and supports the learning environment. A teacher performs his/her duties under the supervision of, and reports to, the principal.

**QUALIFICATIONS:** Possession of a California valid credential authorizing holder to teach in assigned subject area, CLAD certification required, or equivalent.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Instructional:**

- Teaches District approved curriculum.
- Develop and implement lesson plans and classroom activities aligned with California State Standards.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Set and maintain standards of classroom behavior.
- Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, projects and the like to communicate these objectives to students.
- Knowledge of children's cognitive development and various learning styles.
- Prepare lesson plans that reflect a logical sequence of learning objectives and activities and meet the individual needs, interests, and abilities of the students.
- Create and maintain a classroom environment that promotes self-esteem and is conducive to effective teaching and learning.
- Monitor and assess student progress and adjust student instruction accordingly.
- Assess students regularly and analyze student results; refines and differentiate classroom instruction based on assessment data and student needs.
- Analyze and interpret test scores for the purpose of determining individual achievement.
- Participates as a member of the IEP Team in decisions regarding placement and the development of an individualized education program for student(s) with disabilities.
- Utilize the district approved "Leveled" system of behavior management.
- Maintain a current folder of responsibilities and procedures for substitute teacher's use.
- Be knowledgeable of and adhere to all procedure and practices prescribed in the Teacher, Student, and/or Parent Handbook.

- Provide supervision in non-classroom areas and situations in accordance with the student management plan.

**Professional:**

- Meets and instructs assigned classes in the locations and at the times designated.
- Demonstrate punctuality and dependability.
- Attend and participate in scheduled staff meetings.
- Promote a positive attitude and enthusiasm toward education.
- Develop and maintain positive and cooperative interactions and communication with school staff, clients, students, principal, and the community.
- Collaborate with colleagues to improve instructional practices throughout the school; share best practices.
- Utilizes research-based strategies, methodologies, and results to improve the program.
- Arrange and conduct parent conferences assuring parent awareness of student(s) progress, enlisting parent(s) cooperation and involvement in program planning and development.
- Communicate student academic and behavioral progress to parents.
- Coordinate and supervise the work of the Para-Professional(s).
- Attend and participate in required district Inservice programs.
- Assume leadership role in some aspects of the development of the school.
- Complete assigned Adjunct duties in a professional and timely manner.
- Develops and/or follows the procedures for an appropriate and efficient record keeping and evaluation system.
- Strive to maintain and improve professional competence.
- Appropriate interpersonal relations using tact, patience, and courtesy.
- Articulates with staff personnel and parent(s) regarding the needs of student(s).
- Utilize established channel for handling routine procedures, resolving problem/concerns and making suggestions.

**EDUCATION AND EXPERIENCE:**

**Credential:** This position requires the possession of a bachelor's degree, a valid California Teaching Credential with CLAD or EL equivalent.

**Required:** Department of Justice finger print clearance, current Tuberculosis test, First Aid and CPR certificate for Children and Adult prior to employment.

**Experience:** Any combination of education and experience that would provide the required knowledge, skills, desired to work with student.

It is required that applicant submits the following information to Personnel Department by the deadline date to insure a completed application: 1) Application 2) Letter of Application relating skills and experience pertinent to the job description/duties 3) Resume 4) Three Letters of Recommendation 5) Copy of Transcripts 6) Copy of Credentials

### **PHYSICAL DEMANDS AND ABILITIES:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type work may involve running, walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects.
- Ability to sit for extended periods of time
- Ability to stand for extended periods of time, ascend, and descend steps.
- Ability to see for the purpose of reading laws, codes, rules, policies and other printed matter and observing students.
- Ability to hear and understand speech at normal levels.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to bend and twist, kneel and stoop.
- Ability to lift 35lbs.
- Ability to carry 35lbs.
- Ability to reach all directions.
- Dexterity of hands and fingers to operate office equipment

**SALARY RANGE:** Salary varies depending on teacher education and experience based on Certificated Salary Schedule.

### **OTHER RELATED FUNCTIONS OF THIS POSITION:**

1. Other duties as assigned by Superintendent/Principal.
2. Keep accurate records and provide them for school district use and file required reports on a timely basis.
3. Safe practice in classroom and playground activities.
4. Basic record keeping techniques.
5. Ability to use computer software to assist the program.
6. Ability to follow oral and written directions.
7. Communicate effectively orally and in writing with student(s) and parent(s).
8. Care for district resources, equipment and materials assigned to him/her and report concerns regarding facility and equipment to designated supervisor.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized representative: \_\_\_\_\_ Date: \_\_\_\_\_

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.