

LAKESIDE UNION SCHOOL DISTRICT

POSITION DESCRIPTION

POSITION TITLE: Elementary Classroom Teacher – Grades 1-3

GENERAL SUMMARY:

Under the immediate direction of the Building Principal, is responsible for the academic, social and psychological growth of lower or primary (grades 1, 2 and 3) students or a combination thereof. Collaborates with school personnel, parents and community agencies to provide quality instructional programs and to perform other duties directly related to this position description.

DUTIES AND RESPONSIBILITIES:

General:

Teach reading, language arts, social studies, mathematics, science, art, health, physical education, and music and other appropriate learning activities to pupils in a classroom, utilizing course of study adopted by the Governing Board.

Instruct pupils in citizenship, basic communication skills, and other general elements of the course of study specified in state law, administrative regulations, procedures and the Mission Statement of the District.

Develop lesson plans and instructional materials and provide individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.

Translate lesson plans into learning experiences so as to best utilize the available time for instruction.

Establish and maintain standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.

Evaluate pupil's academic and social growth, keep appropriate records, and prepare progress reports.

Communicate with parents through a variety of means. Hold parent conferences to discuss the individual pupil's progress and interpret the school program.

Identify pupil needs and cooperate with other professional staff members in assessing and helping pupils solve health, attitude and learning problems.

Create an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.

Maintain professional competence through participation in in-service education activities provided by the District and/or self-selected professional growth activities.

Perform basic attendance accounting and business services as required.

Additional Related Duties/Responsibilities:

Select and requisition books, instructional aids, and instructional supplies; maintain required inventory records.

Ensure a comfortable room environment through control of heating, lighting and ventilation to the extent possible.

Supervise pupils on recess, bus and before and after school duty and in out-of-classroom activities during the assigned working day.

Administer group achievement/standardized tests in accordance with District testing program;

Participate in curriculum and other developmental programs within the school of assignment and/or on a District level.

Share in sponsorship of student activities and participate in faculty committees.

May plan and coordinate the work of aides, teacher assistants and other paraprofessionals.

Working Conditions:

Ability to work at a desk, conference table or in meetings of various configurations.

Ability to stand and circulate for extended periods of time.

Ability to see for purposes of reading laws and codes, rules and 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 normal conversation.

Ability to bend and twist, stoop, kneel, run and crawl. Ability to reach in all directions.

Ability to lift up to 50 pounds.

Ability to carry up to 50 pounds.

Moderate to high stress level.

Environmental Conditions:

Work is predominantly in classroom, school environment.

Temperature – normal climate, may experience short periods of extreme weather.

Contacts:

Daily contact with students, teachers and school staff.

Regular/occasional contact with parents, community members and outside agency personnel.

Occupational Certificates/Licenses:

Holds a valid Elementary California Teaching Credential issued by the California Commission on Teacher Credentialing.

First Aid and CPR certification.

Employment Standards:

Certificated Job Description

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Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.