

## LAKESIDE UNION SCHOOL DISTRICT

### POSITION DESCRIPTION

**POSITION TITLE:** Elementary Classroom Teacher – TK/Kindergarten

#### **GENERAL SUMMARY:**

Under the immediate direction of the Building Principal, is responsible for the academic, social and psychological growth of kindergarten pupils in the classroom. 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:**

Provide learning experiences in language arts, social studies, pre-reading, arithmetic, science, art, physical education, other appropriate learning activities and music to pupils, utilizing course of study adopted by the Board of Trustees and in keeping with the ability of students.

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 and use instructional materials suitable for verbal or visual instruction of pupils with wide range of mental, physical and emotional maturities.

Provide individual and group instruction designed to meet individual needs and help the pupils make a satisfactory transition to school.

Establish and maintain standards of pupil behavior needed to achieve effective participation in all activities without interfering with the natural informal atmosphere of a kindergarten.

Evaluate academic and social growth of pupils, and keep appropriate records.

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, before and after school duty and in out-of-classroom activities during the assigned working day.

Participate in curriculum and other developmental programs within the school 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.

**Job Particulars:**

Tools/equipment/work aids -- All body fluids shall be handled as if infectious. Disposable latex gloves are to be worn. After each use, gloves are disposed of in a lined waste container.

**Contacts:**

Daily contact with students, teachers and school staff.

Regular 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:**

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.