

# JUNCTION ELEMENTARY SCHOOL DISTRICT

## CLASSROOM TEACHER (K-8)

### **Brief Description of Position**

The Elementary School Teacher is a credentialed professional who teaches basic curriculum such as: reading, mathematics, writing; or specialized subjects; such as Science or Social Sciences. The teacher shall be under the direct supervision of the site administrator; shall be assigned by the District Personnel Division; and will adhere to applicable laws, rules and regulations of the state, county and school district governing board.

### **Duties and Responsibilities**

1. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive, and safe environment
2. Prepare courses and lessons for presentation to students according to approved Curriculum
3. Teach students using a variety of instructional methodologies, which would include direct instruction, guided practice, independent practice, large group, small group, cooperative learning and/or simulations with circulation about the room on a regular and consistent basis
4. Designs learning activities that will relate to the developmental needs of students in academic, physical, emotional and social areas
5. Demonstrates using white board, smart board, handouts, manipulatives, projects, exemplars, checking for understanding, and teacher-prepared instructional aids
6. Evaluates pupil academic, behavioral, and social growth, keeps appropriate records, prepares progress and grade reports. Communicates progress, or lack thereof to students, parents and administration on the individual's performance
7. Participates in the RtII and SST Process referring students based on data driven information and adheres to the school based intervention program
8. Supervise the safety of students in and out-of-classroom activities during the assigned work day. A position of attentiveness and responsiveness shall be maintained
9. Participate in staff meetings, curriculum, and other developmental programs within the school system
10. Performs basic accounting, record keeping and business services as required
11. Administers District Benchmark assessment, group standardized testing in accordance with District and State testing programs
12. Instructs pupils in citizenship, basic communication skills, social emotional skills and other general elements of the courses of study specified in state law and Administrative Regulations and procedures of the school district
13. Adheres to confidentiality laws

14. Creates and maintains a functional, attractive, safe, clean and organized environment for learning through displays, bulletin boards and interest centers
15. Review, check, correct and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures relating to student development and progress
16. Instructs students for the purpose of improving their success in academic and interpersonal skills through a defined course of study
17. Implements lesson plans for the purpose of implementing District and state curriculum guidelines
18. Maintains a rich learning environment in his/her teaching station
19. Advises parents or legal guardians for the purpose of providing a method to support and/or reinforce classroom objectives in the home setting
20. Assists other teachers for the purpose of implementing curriculum or instructional strategies
21. Collaborates with school personnel, parents and community resources for the purpose of improving the quality of student outcomes, developing solutions and planning curriculum
22. Reports incidents, e.g. fights, suspected child abuse, suspected substance abuse, etc. for the purpose of maximizing student personal safety and adhering to ED Code, District and/or school policies
23. Participates in various meetings like: parent conferences. PLC, staff, back to school, open house, in service training, site meetings, District curriculum development, etc for the purpose of receiving and/or providing information or meeting credential requirements
24. Other duties as assigned by administration

### **Qualifications**

1. A Bachelor's Degree is required
2. Appropriate credential and related experience for position

### **Physical Demands**

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

- Hearing and speaking to exchange information
- Vision, reading ability to read reports, assessment results, assign student work samples, and the ability to scan for engagement of students and to identify potential safety hazards
- Seeing to read a variety of materials
- Lift and or carry 25 pounds, Push pull up to 50 pounds
- Exert manual dexterity sufficient for keyboard and other office equipment
- Ability to stand, stoop, walk and sit for long periods, occasionally squat, climb ladders. Walk on uneven ground etc.

## **Work Environment**

Ability to work in a variety of environments due to various weather conditions and locations. Working environment includes indoor settings such as classrooms, offices, teacher's lounge, gymnasium, library, outside settings including playgrounds, athletic fields, parking lots and sidewalks supervising students at yard duty or parent pickup etc.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Board Approved: 4/19/22