

Position: Teacher

Salary Schedule: Certificated

Responsible to: Site Principal

Summary:

The following list of specific duties or functions of classroom teachers is not intended to be exhaustive of all possibilities, but rather, to outline some of the most important aspects of the job. A teacher in the Sierra Unified School District has a responsibility to:

Essential Duties:

- Under the direct supervision of the school principal, a teacher assesses the instructional level of students; instructs students in the State and/or District mandated subject areas in accordance with provisions of the California Educational Code, State Board of Education rules, and the policies of the Governing Board; evaluates students and the instructional program; continues his/her own professional growth; participates in school activities; and performs related work as required;
- Creates, with assistance of pupils, a positive and attractive environment for learning through displays, bulletin boards, and interest centers;
- Maintains plans, seating charts and instructional materials in such a way that they can be utilized by substitute teaching personnel when the need arises;
- Evaluates each pupil's academic and social growth; keeps appropriate records; prepares progress reports and communicates with parents on the individual pupil's progress;
- Identifies pupil needs and cooperates with school and District professional staff members in assessing and helping pupils solve health, attitude and learning problems;
- Provides leadership for students in developing good citizenship;
- Promotes development of positive self-esteem and feelings of success in children;
- Continues to keep up-to-date on recent research, current trends, and developments in education and related fields;
- Establishes and maintains standards of pupil behavior needed to provide an orderly, productive classroom environment;
- Assists in the selection and requisition of textbooks, instructional aids and instructional supplies;
- Performs basic attendance accounting and business services as required;
- Develops lesson plans, instructional materials and provides individualized and small group instruction in order to adapt the curriculum to meet the needs of the pupils with varying intellectual abilities, attitudes, and cultural backgrounds;
- Carries out assigned pupil supervision outside the classroom, such as yard duty, assemblies, athletic events and extracurricular activities and fire and other emergency drills;
- Assists in upholding and enforcing school rules, Administrative Regulations and Board Policies;
- Takes necessary and reasonable precautions in the care and use of instructional materials and equipment, and shares in responsibility for safe and attractive buildings and grounds;
- Maintains positive relationships with all parents through "back-to-school" events, classroom visitations, conferences, telephone conversations, written communication and work samples so parents are aware of their children's school progress and adjustment;
- Participates in curriculum development and/or instructional improvement programs. Maintains professional competence through participation in in-service education activities provided by the District, and/or self-selected professional growth activities; and
- Performs such other duties as are assigned by the administration and the Board of Trustees.

Knowledge of:

- Principles, theories, practices, methods and techniques used in curriculum development and classroom instruction;
- Classroom procedures and appropriate student conduct;

- Child guidance principles and practices;
- Appropriate interventions for problems and concerns of students;
- Behavior management techniques;
- Interpersonal skills using tact, patience, and courtesy;
- Applicable sections of the State Education Code and other applicable laws;
- Emergency first aid and CPR (cardiopulmonary resuscitation); and
- Proper lifting techniques.

Ability to:

- Understand and relate to children;
- Operate and demonstrate the use of educational materials and equipment;
- Monitor and evaluate student progress;
- Train and provide work direction to others;
- Establish and maintain cooperative and effective working relationships with others;
- Maintain records and prepare reports;
- Maintain current knowledge of rules, regulations, requirements, and restrictions related to classroom teachers;
- Analyze situations accurately and adopt an effective course of action;
- Work independently and collaboratively, with little direction; and

Physical Requirements:

- Continuous use of hand-eye coordination and manipulation of large and small objects;
- Frequent standing, walking, and sitting;
- Frequent lifting of objects weighing up to ten (10) pounds;
- Occasional bending, twisting, reaching, and stretching; and
- Occasional climbing, kneeling, crouching, and squatting.

Education / Credential(s) and/or Other Licensure(s):

- B.A. Degree;
- Appropriate credential authorizing service at K - 12 levels; and
- Previous successful teaching experience desirable, but not mandatory.

Working Conditions:

- Occasional exposure to blood-borne pathogens and body fluids for injured or ill students;
- Rare exposure to toxic chemicals (duplicating fluid, cleaning supplies, etc.);
- Rare exposure to volatile situations involving students and/or parents;
- Requires the ability to hear at close proximity (up to five feet) and at a distance (up to twenty feet); clarity of vision at varying distances; and verbal and written communication in an articulate manner; and
- School environment; subject to frequent interruptions.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodations.