

PersonnelClassroom Teacher - Grades K-8 Job DescriptionA. Brief Description of Position

Provides an educational program for pupils in grades K-8, or a combination thereof, and assists in school programs as assigned.

B. Administrative Relationships

1. Directly responsible to the building Principal.
2. Indirectly responsible to the Assistant Superintendent-Instruction.

C. Duties and Responsibilities1. Student Learning

- a) Develops goals and objectives for pupil progress.
- b) Develops lesson plans that will adapt the curriculum to the needs of the pupils.
- c) Instructs pupils in the Course of Study adopted by the Board of Trustees.
- d) Evaluates pupils' academic and social growth, keeps appropriate records, prepares progress reports, and holds conferences as needed.
- e) Assists in identifying pupil needs and cooperates with other professional staff members in assessing and helping pupils resolve health, attitude, and learning problems.
- f) Structures a physical classroom environment conducive to learning.

2. Classroom Management and Discipline

- a) Establishes and maintains standards of pupil behavior conducive to learning.
- b) Establishes classroom management procedures conducive to learning.
- c) Plans and coordinates the work of aides and other paraprofessionals and student teachers (when applicable).

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(Cont'd)

C. Duties and Responsibilities (Cont'd)3. Personal and Professional Characteristics

- a) Seeks to improve competency by periodically participating in some form of professional growth.
- b) Demonstrates a professional attitude toward parents, students, and co-workers.
- c) Shares the responsibility of interpreting the educational program to the community through such activities as open house, back-to-school nights, and PTA meetings.
- d) Observes the designated working hours.
- e) Participates in curriculum and other developmental programs within the assigned school and/or on a district level.
- f) Participates cooperatively with associates in improving the educational program.

4. Adjunct Duties

- a) Performs basic attendance accounting and assists in clerical duties [work orders, Home Language Surveys, etc.] as required.
- b) Helps select and requests books, instructional aids, and instructional supplies, and maintains required inventory records.
- c) Performs campus supervision.
- d) Administers group standardized tests in accordance with district testing program.

Regulation

approved: June 22, 1982