

TEACHER – ELEMENTARY SCHOOL

PRIMARY FUNCTION:

The position of Teacher – Elementary School, under supervision of the Principal, will provide a planned instructional program for elementary students following curriculum specified by District regulations; provide learning experiences to encourage maximum student growth using appropriate instructional materials; attend and participate in faculty meetings and other staff development to maintain professional competence; promote and maintain a safe, healthy and clean classroom environment that is conducive to student growth and responsibility; promote and maintain positive communication between students, parents and the Principal.

DIRECTLY RESPONSIBLE TO:

Site Administrator

ASSIGNED RESPONSIBILITIES:

1. Organize, supervise, implement, and evaluate all instructional programs and activities within the assigned classroom in accordance to District-wide and School-wide policies and guidelines.
2. Establish high learning objectives, goals, and expectations for every student.
3. Develop lesson plans and instructional materials and provide individualized and/or group instruction in order to adapt the curriculum to the needs of students with varying abilities, attitudes, and cultural backgrounds, implementing the District and School guidelines, policies and goals.
4. Provide instruction to students with special needs in accordance with IEP, using support services as appropriate, and participate in IEP meetings as appropriate.
5. Evaluate student progress, keep appropriate records, prepare progress reports, and effectively communicate student progress with students, administrators and parents.
6. Administer, proctor, secure and submit State, District, and School standardized assessments following State, District, and School policies and regulations.
7. Provide a classroom climate and learning experience that will positively develop the emotional, physical, social, and mental development of the student.
8. Maintain proper control and discipline in a positive manner by establishing a good

rapport with and between students and others involved in the learning processes and in accordance with District policies and procedures.

9. Demonstrate sensitivity to various family and cultural patterns in planning classroom activities.
10. Maintain an attractive room environment and maintain high standards of classroom neatness as well as care for furniture, books, supplies, and other classroom equipment.
11. Work cooperatively with District staff, support personnel, local school staff, and parents to coordinate effective learning activities for students.
12. Plan and coordinate the use of volunteers, aides, teacher assistants, and other paraprofessionals when appropriate.
13. Supervise students in out of classroom activities during assigned work time, and assume responsibility for maintaining behavior standards school wide.
14. Participate in professional growth activities such as classes, workshops, conferences, school and District curriculum committees, and school community activities (for example advisory committees, PTA, youth organizations, etc.).
15. Ensure that students are not left in the classroom at any time without teacher supervision.
16. Adhere to all district health and safety policies.
17. Perform other related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Knowledge of:**
 - a. Principles, theories, practices, methods and techniques used in curriculum development, lesson planning and classroom instruction.
 - b. Curriculum expectations for subject(s) being taught.
 - c. Principles, theories, practices, methods and techniques to create a classroom environment that promotes positive student conduct and motivation for student learning.
 - d. Child guidance principles and practices.
 - e. Applicable sections of the State Education Code, District Policies and other

applicable laws

- f. Current trends and research concerning the growth and development of children.
- g. Federal, State and District standardized assessment requirements.

- **Ability to:**

- a. Adapt plans and instructional delivery to meet the differentiated needs of students.
- b. Work independently with little direction.
- c. Create an instructional program and a class environment favorable to learning and personal growth.
- d. Monitor students in classrooms, on school grounds and off-campus for school related activities.
- e. Maintain professional and positive relationships with students, parents, colleagues and administration.
- f. Work in a diverse socio-economic and multicultural community.
- g. Operate a computer and job related equipment.
- h. Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- i. Maintain current knowledge of applicable curriculum and school instruction related regulations.
- j. Establish and maintain a variety of accurate record keeping and filing systems.
- k. Communicate effectively both orally and in writing.
- l. Maintain consistent, punctual and regular attendance.
- Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (*reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions*):

- **Physical:**

- a. Ability to push, pull, and transport instructional and/or presentation materials.

- b. Ability to communicate so others will be able to clearly understand a normal conversation.
- c. Ability to understand speech at normal levels.
- d. Ability to bend, twist, stoop and reach.
- e. Ability to drive a personal vehicle to conduct business.

- **Mental:**

- a. Ability to organize and coordinate schedules
- b. Ability to analyze and interpret data
- c. Problem solving
- d. Ability to communicate with the public
- e. Ability to read, analyze and interpret printed matter and computer screens
- f. Ability to create written communication so others will be able to clearly understand the written communication
- g. Ability to communicate so others will be able to clearly understand a normal conversation.
- h. Ability to understand speech at normal levels.

- **Environment:**

- a. Indoor – frequently
- b. Outdoor – occasionally
- c. Ability to work at a desk and in meetings of various configurations.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree or higher
- Successful completion of student teaching at a recognized college or university, or two years of regular full time elementary experience

CERTIFICATION REQUIREMENT:

- Valid California teaching credential (multiple subject authorization)
- CLAD Certification
- Must possess a valid California driver's license.

OVERTIME STATUS:

Eligible

BARGAINING UNIT STATUS:

Palm Springs Teachers Association

TERMS OF EMPLOYMENT:

Salary and work year governed by the Collective Bargaining Agreement with the Palm Springs Teachers Association.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Collective Bargaining Agreement with the Palm Springs Teachers Association and the Palm Springs Unified School District and the Board Policy on Evaluation of Certificated Personnel.

**Regulation
Approved:**