

Union Street Charter

Job Description

Summer School Classroom Teacher

I. JOB SUMMARY:

The Classroom Teacher shall have the responsibility for all phases of the instructional program including planning and preparation, instruction, evaluation of student progress, social skills and behavior, family communication, and all other duties and obligations ordinarily associated with a professional teaching position. This shall be for pupils in grades K – 4, in a combination class.

III. EXAMPLES OF DUTIES AND RESPONSIBILITIES

1. Be on Campus from 8:00 to 12:30, class starts at 8:30 and ends at 12:15.
2. Teach academic curriculum: language arts, math, and enrichment in science, social studies, physical education, etc. The summer program will include enrichment and intervention.
3. Be familiar with California State Standards and plan curriculum in accordance with Union Street Charter mandate to keep the standards “in mind” while planning and implementing curriculum.
4. Provide planned learning experiences in order to motivate pupils, maximize instructional time, and hold students accountable for class work.
5. Develop lesson plans and instructional materials that provide individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
6. Provide a functional and attractive environment in the classroom.
7. Develop and implement a clear classroom management plan, which teaches rules, routines and procedures in order to ensure an effective environment for student learning.
8. Handle behavior issues in a positive and effective manner, involving family when needed.
9. Do assigned yard duties and arrange classroom obligations to be on the playground during your assigned time and able to focus on supervision of students.
10. Supervise, plan and coordinate the work of instructional aides and/or volunteers.
11. Perform basic attendance accounting and business services as required.
12. Communicate student progress to students and parents on a regular basis.
13. Maintain a variety of means of contact with parents and build a positive home to school connection. Be willing to meet regularly with parents to address their concerns or needs. Return parent phone calls or emails in a timely manner.
14. Be aware of and provide for diverse learning styles and cultures of students.
15. Monitor and evaluate student academic and social growth, keep appropriate records of evaluations and maintain student classroom files.
16. Discuss with staff and/or director any significant problems with students, parents, other staff members, or any of the above teaching duties and assignments.

IV. QUALIFICATIONS:

- Possess and maintain a valid and appropriate teaching credential.
- Livescan fingerprint clearance
- TB clearance

V. PHYSICAL DEMANDS

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

- Teachers are normally required to sit, stoop, bend, walk, and stand in order to maintain eye level contact with children, to work in individual, small, and large groups, and to provide adequate supervision.
- Teachers are normally required to modulate their voices to accommodate a variety of situations, both indoors and outdoors, in order to provide both instruction and supervision to children.

VI. SALARY

It is anticipated that this is a temporary one month position. Stipend of \$4,000. No other benefits.

VII. WORK YEAR/WORK DAY

The workday is 4.5 hours/day June 24-July 19. It is expected that the teacher will prepare the classroom and materials the week of June 17th.

Revised 3/19/24