

# **Union Street Charter**

## **Job Description**

### **Classroom Teacher, 3/25**

#### **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. The Classroom Teacher assists in other school programs and activities.

#### **II. EXAMPLES OF DUTIES AND RESPONSIBILITIES**

1. Teach academic curriculum: language arts, math, science, social studies, grammar, physical education, etc. in accordance with staff agreements concerning focus of various curriculum areas and in accordance with the mandates of the Union Street Charter document.
2. 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.
3. Provide planned learning experiences in order to motivate pupils, maximize instructional time, and hold students accountable for class work.
4. 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.
5. Provide a functional and attractive environment in the classroom.
6. Develop and implement a clear classroom management plan, which teaches rules, routines and procedures in order to ensure an effective environment for student learning.
7. Handle behavior issues in a positive and effective manner, involving family when needed.
8. Do assigned yard duties and arrange classroom obligations (and personal lunch needs) to be on the playground during your assigned time and able to focus on supervision of students.
9. Supervise, plan and coordinate the work of instructional aides and/or volunteers.
10. Supervise room and assist special program teacher during special programs.
11. Organize and manage mandatory class camping/day trip at the beginning and end of school year.
12. Create or co-direct at least one play/performance per year in your grade.
13. Perform basic attendance accounting and business services as required.
14. Prepare conference reports and attend parent conferences. In a job share situation, the two teachers will negotiate proportion of writing.
15. Communicate student progress to students and parents on a regular basis.
16. Maintain a variety of means of contact with parents and build a positive home to school connection through weekly newsletters. Be willing to make regular contact with parents to address their concerns or needs. Return parent phone calls or emails in a timely manner.

17. Identify pupil needs and cooperate with other professional staff members to assess and help pupils solve health, behavioral, and learning problems.
18. Be aware of and provide for diverse learning styles and cultures of students.
19. Monitor and evaluate student academic and social growth, keep appropriate records of evaluations and maintain student classroom files.
20. Attend IEP and Student Study Team Meetings.
21. Administer standardized tests in accordance with school testing plan.
22. Attend after hours school-wide special events throughout the year: Fall Family Fun, spring sing & potluck, open house, and end of year picnic.
23. Attend teacher meetings, in service meetings, and teacher workdays at the beginning and end of the school year. All teachers are expected to arrange their schedules to be available for these meetings.
24. Maintain professional competence through participation in in-service education activities provided by the school and/or self-selected professional growth activities supported by the School Plan.
25. Discuss with staff and/or principal/director any significant problems with students, parents, other staff members, or any of the above teaching duties and assignments.
26. Arrange for substitutes from school's substitute list and prepare lesson plans for subs.

### **III. QUALIFICATIONS:**

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

### **IV. 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.

### **V. SALARY**

New teachers will be placed by the principal/director on the certificated salary schedule depending on experience.

### **VI. WORK YEAR/WORK DAY**

The workday is 7.5 hours, 183 days/year (depending on pre and post school year meetings). Evening, weekend and overnight trips required.

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