

## ELEMENTARY CLASSROOM TEACHER – GRADES 1-3

<b>DESCRIPTION OF POSITION:</b>	Provides an educational program for pupils in grades 1, 2, 3, or a combination thereof, and assists in other school programs as assigned.
<b>MAJOR DUTIES AND RESPONSIBILITIES:</b>	<p>Teaches reading, language arts, social studies, mathematics, science, art, health, physical education, and music to pupils in a classroom, utilizing the San Bernardino County Course of Study for Elementary Schools, and other appropriate learning activities and materials.</p> <p>Instructs pupils in citizenship, basic communication skills and other general elements of the course of study specified in state law and administrative regulations and procedures of the school district.</p> <p>Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.</p> <p>Translates lesson plans into learning experiences utilizing the best available time for instruction.</p> <p>Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.</p> <p>Evaluates pupils' academic and social growth, keeps appropriate records, prepares progress reports, and communicates with parents on the individual pupil's progress.</p> <p>Identifies pupil needs, and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.</p> <p>Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.</p> <p>Maintains professional competence through participation in inservice education activities provided by the District and/or self-selected professional growth activities.</p> <p>Participates cooperatively with the principal or his designee to develop the system by which he will be evaluated in conformance with the District's uniform guidelines for evaluation and assessment.</p> <p>Selects and requisitions books, instructional aids, and instructional supplies; and maintains required inventory records.</p> <p>Ensures a comfortable room environment through control of heating, lighting, and ventilation to the extent possible.</p> <p>Supervises pupils in out-of-classroom activities during the assigned working day.</p>

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Participates in curriculum and other developmental programs within the school of assignment and/or on a district level.

Shares in the sponsorship of student activities and participates in faculty committees.

Administers group-standardized tests in accordance with District testing program.

May plan and coordinate the work of aides, teacher assistants, and other paraprofessionals.

Participates with other professional staff members in the Family Life program as assigned.

Performs basic attendance accounting and business services as required.

Attends P.T.A. meetings.

Serves on bus duty, yard duty and cafeteria duty as assigned.

Attends faculty and curriculum meetings.

Develops weekly lesson plans and supplementary materials compatible with the basic instructional philosophy and curriculum of the District.

Provides students with the opportunity to partake in daily patriotic observance. Education Code 52720.

Monitors classroom environment to ensure clean and safe conditions exist, notifying principal of any unclean or unsafe classroom conditions.

Monitors classroom activities making students responsible for putting materials, supplies, tools, etc., safely and neatly away at the end of class session.

**CREDENTIAL:** Appropriate California teaching credential.

**EDUCATION:** Bachelor's degree including all courses needed to meet credential requirements.

**EXPERIENCE:** Student teaching (80 clock hours).

**SUPERVISION:** Responsible to: Principal.  
Responsible for: Students.