

## Certificated Personnel

### DUTIES OF PERSONNEL

#### Classroom Teacher

##### Definition:

Under the general direction of the principal and with assistance from appropriate staff personnel, establishes learning objectives and standards based on general District guidelines; provides instruction, counsel, discipline, and supervision to meet the individual needs of assigned students; evaluates student performance and progress to enhance an effective learning environment.

##### **Duties and responsibilities**

1. Establishes classroom goals and objectives in conformance with courses of study specified by State and School District statutes, regulations and guidelines.
2. Plans an instructional program designed to meet individual student needs and fosters a climate conducive to the learning and maturation process of assigned students; prepares lesson plans and uses instructional methods and materials necessary to implement established program or curriculum objectives.
3. Assists in the screening of students with differential learning needs; adapts programs to meet these needs; seeks and recommends special assistance as required.
4. Directs the activities of assigned non-certificated personnel.
5. Establishes and implements classroom policies and procedures governing student behavior and conduct; provides guidance, counseling, and discipline to encourage students to meet standards of achievement and conduct.
6. Confers with students, parents, and other staff as appropriate to provide guidance and evaluation and encourage student achievement.
7. Evaluates and records student progress and prepares reports for parents.
8. Performs varied data collecting duties and provides reports and interpretations for administrative purposes.
9. Participates in activities to enhance personal and professional skills.
10. Attends staff meetings and serves on staff committees as required.
11. Performs other duties as assigned by the Principal or which are appropriate to the assignment.

The following are minimum qualifications for all classroom teacher positions:

**Education:**

B.A./B.S. Degree

Valid California State Teaching Credential

Demonstrated proficiency in reading, writing, and oral communications skills.

Academic preparation or experience in teaching students of different cultures, races, and abilities in an urban school system; designing and implementing lesson plans for students who have a wide range of achievement; and communicating effectively with parents.

Based on program requirements, one or more of the following qualifications may also be required for specific classroom teacher position:

Academic preparation or professional experience in working with bilingual students and assisting them in the transition into regular classrooms. Implementing programs designed to prevent the dropout of “at risk” students; teaching multi-level, open-concept, and mainstreamed classes; establishing and implementing behavior change programs; teaching reading and adapting instructional techniques and practices for special education students; a basic understanding of rules and regulations governing special education.