



Elementary Classroom Teacher K-5

Department/Division:	School Site
Reports To:	Principal
Provides Direction To:	NA
FLSA Exemption Status:	Certificated
Date Prepared:	May 15, 2019
Date Adopted by Board:	
Salary Range:	Certificated Salary Schedule

LARKSPUR-CORTE MADERA SCHOOL DISTRICT

DEFINITION

Under the direction of the Principal, the Elementary Classroom Teacher (K-5) will provide an educational program and environment that promotes learning and personal growth for K-5 students in a self-contained or collaborative classroom.

DISTINGUISHING CHARACTERISTICS

The Elementary Classroom Teacher (K-5) will create a quality educational program by demonstrating proficiency in the California Standards for the Teaching Profession: Standard 1-Engaging and supporting all students in learning; Standard 2-Creating and maintain effective environments for student learning; Standard 3-Understanding and organizing subject matter for student learning; Standard 4-Planning instruction and designing learning experiences for all students; Standard 5-Assessing student learning; Standard 6-Developing as a professional educator. The Elementary Classroom Teacher (K-5) will provide curriculum, instruction, and a learning environment aligned with the California Content Standards to produce 21st century outcomes for all K-5 students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Implements the mission, goals, objectives, policies, and course of study of the District as adopted by the Board of Trustees.
- Provides balanced instruction in all curricular areas, including English language arts, English language development, mathematics, history/social science, science, visual/performing arts, physical education, health, utilizing the California Content Standards in each area.
- Maintains appropriate standards of classroom behavior, using behavioral management techniques and strategies that promote citizenship and socially positive outcomes in students; establishes a climate that promotes fairness and respect; plans and implements classroom procedures and routines that support student learning.
- Plans, develops, and utilizes a variety of instructional methodologies appropriate to the instructional level of students from diverse backgrounds and cultures.

- Delivers instruction in a variety of ways and modalities, including whole-class, individual and small group settings, in order to adapt learning to the needs of students of varying interests and abilities.
- Collaborates with colleagues to plan and deliver articulated and consistent curriculum that promotes evidence-based student learning.
- Collaborates with special education teachers and other personnel to provide appropriate instructional programs and modifications for special needs students based on the Individual Education Plan (IEP).
- Evaluates academic and social growth of students and keeps appropriate records; communicates, counsels, and collaborates with school personnel, parents, and school support staff about student performance.
- Holds parent conferences to discuss individual student progress and interpret the school program.
- Administers, analyzes, reports, and utilizes student assessments as prescribed by the District to provide an appropriate instructional program for all students.
- Plans and coordinates the work of paraprofessionals, classroom volunteers, if applicable.
- Creates, with assistance from pupils, an effective environment for learning through functional and attractive displays such as bulletin boards, interest centers, etc., that reflect units of study.
- Performs basic attendance accounting, completes report cards, and other record keeping, as required.
- Selects and requisitions instructional materials to support student learning and instructs students in the proper use and care of these materials; maintains an inventory of materials.
- Participates in curriculum development programs with the school of assignment, on a District or Interdistrict level, and participates on school/District/ Interdistrict committees.
- Maintains professional competence through continuing education activities provided by the District, and/or professional learning activities.
- Cooperates in school-wide supervision of students during out-of-classroom activities; participates in faculty and/or District committees and the sponsorship of student activities.
- Utilizes technology in the classroom, as appropriate.
- Keeps current on work email, website communications, and technological proficiencies.
- Participate in school and District plans to assure the safety of students.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Common Core State Standards/ Curriculum Frameworks/ Smarter Balanced Assessment
- Effective use of technology integration strategies and multiple technologies into curriculum and instructional practices across content areas

- Principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of elementary level students
- Academic, social, and behavioral characteristics of elementary level students
- Educational curriculum and instructional goals and objectives, and educational trends and research findings pertaining to comprehensive elementary programming
- Motivational, behavior management, and behavior shaping strategies, techniques and methods and conflict resolution procedures
- Socio-economic and cultural backgrounds of the school population
- Oral and written communication skills in English; writing skills to develop professional correspondence; effective oral communication to conduct meetings
- Interpersonal skills using tact, patience and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques
- Organizational skills to manage multiple projects, prioritize work, keep and maintain accurate records, meet deadlines

Ability to:

- Perform all essential duties of the position
- Plan, organize, develop, and conduct a comprehensive teaching and instructional program for students at the elementary level
- Provide appropriate and effective learning experiences for students from a wide range of socio-economic levels and cultural backgrounds
- Effectively assess the instructional and educational needs of students
- Design, develop and implement sound instructional and educational programs
- Provide a motivating and stimulating learning environment
- Comply with the District's core values, continuous improvement efforts, and strategic initiatives
- Participate in the school improvement process through goal setting and implementation as well as data analysis for instructional improvement
- Maintain an effective, collaborative learning climate at the school(s) with students and staff
- Communicate openly and work productively with a community of diverse opinions and ideas
- Read, interpret, apply, communicate, and enforce rules, regulations, policies, procedures, laws and codes
- Analyze problems and issues and develop appropriate solutions
- Prioritize, plan, and coordinate work to meet deadlines
- Operate a computer, iPad, and other office equipment
- Communicate effectively both orally and in writing in English
- Travel to various District locations and school sites, as needed

EDUCATION, TRAINING, AND EXPERIENCE

Bachelor's degree, including all courses needed to meet credential requirements. Master's Degree in education, preferred. A combination of student teaching, internship, or teaching experience.

Licenses/Certificates/Special Requirements:

Valid California Teaching Credential with appropriate authorizations in grade levels and areas assigned.

ESSA Compliant

English Language Learner authorization

Valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

The employee is regularly required to hear and speak to exchange information in a proficient manner; and smell.

While performing the duties of this job, the employee is regularly required to sit; stand and walk; hear and speak to exchange information in a proficient manner in person and by telephone; use hands and fingers to touch, handle, feel, grasp or operate standard office equipment including technology; and reach overhead, above the shoulders and horizontally. The employee is occasionally required to bend, stoop, kneel, crouch or crawl, climb and balance. The employee must occasionally lift and/or move up to 30 pounds or more. On rare occasions, the employee may be subject to physical and emotional outbursts by students, including such behaviors as kicking, spitting, scratching, biting and running; the employee must be able to run quickly for brief spurts; should this occur, a meeting will be conducted to discuss preventative actions. The employee must be able to operate a motor vehicle and drive from place to place.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination, and be able to read printed material and computer or other technology screens.

Mental Demands

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; meet deadlines; demonstrate judgment and professionalism when interacting with District and program personnel, school administrators, managers, staff, students, the public, and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently. The employee occasionally may deal with dissatisfied or quarrelsome individuals, including students, parents and District employees; should this occur, the employee must report it to their supervisor. Some stress may be encountered while performing the duties of this position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees regularly work in a classroom environment and an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. The employee will work under typical classroom conditions which are moderately quiet, but will encounter a loud, noise level both indoors and outdoors, occasionally Employees are subject to exposure to minor contagious illnesses, blood and other bodily fluids and possible exposure to blood borne pathogens. The employee occasionally drives to District sites, training facilities, community meetings and other locations as needed. The employee is subject to constant interruptions.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training programs.