



BASIC TEACHER

PRIMARY FUNCTION

A teacher in Cajon Valley Union School District is responsible to provide instruction in content areas in which each assigned student can grow emotionally, socially, intellectually, and physically according to his or her basic needs, ability level, and maturity. He or she works and cooperates with colleagues in order to establish the proper climate for a wholesome learning environment. He or she communicates with parents regarding the progress of children in all areas of school life: cognitive; affective; and psychomotor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides instruction in varying group sizes and individually in the area prescribed by the school, the district, Education Code, and the California State Department of Education. This includes citizenship, physical development, and one or more of the following academic areas: reading; English language arts; social science; mathematics; science; health; art; industrial arts; home economics; foreign language; music; and applied arts utilizing appropriate learning activities.
- Diagnoses student needs and implements a program articulated with preceding and following grade levels which is aimed at serving those needs.
- Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
- Develops lesson plans and instructional materials as part of planned learning experiences to motivate pupils.
- Evaluates pupil academic and social growth, keeps accurate records, prepares progress reports, and communicates with parents on individual pupil progress.
- Creates, with assistance from pupils, a functional and attractive environment for learning through using displays, bulletin boards, and learning centers and assumes responsibility for proper care and use of physical equipment.
- Identifies pupil needs and cooperates with other professional and school psychologists in assessing and helping pupils solve health, attitude, and learning problems and in developing their total potential for learning and living.
- Maintains a school atmosphere in which human values are shared to the fullest possible extent, and in which attainment of self-reliance, responsible behavior, and a positive self-image are of prime importance.
- Is aware of and meets requirements and standards of the specific job as interpreted through local school district board policy, county regulations, and the state Education Code.
- Maintains professional competence through participation in in-service education activities provided by the district and/or self-selected professional growth activities.
- Completes all reports as required, including student evaluation, inventories, orders, program evaluation, and lesson plans.
- Interprets the educational program to parents and other community members through personal conferences, meetings, and various media.

OTHER DUTIES AND RESPONSIBILITIES

- Attends faculty meetings, in-service meetings, team meetings, grade level meetings, or department meetings as required.
- Administers and scores such standardized tests as may be required by the school, the district, or the State Department of Education.
- Performs basic attendance accounting as required.

- Maintains good public relations through involvement in such activities as PTA meetings, Halloween Carnivals, and Christmas programs.
- Serves in various capacities at the school or the district level when required, such as providing in-service, reporting to the Board of Trustees, and participating on school or district committees.
- Selects and requisitions books, instructional aids, instructional supplies, and maintains required inventory records.
- Supervises students in out-of-classroom activities during the assigned working day as required.
- Shares in sponsorship of student activities and participates in faculty committees.
- Will be available to serve as a consultant, if he or she is a teacher who is a specialist in a specific subject area.
- Performs other duties of an adjunct nature which are necessary to smooth operation of the school such as audio-visual representative, library representative, hospitality chairman, etc.

SUPERVISION EXERCISED OR RECEIVED

- When on the school site, under the immediate direction of the site administrator. Specialists are also under the general supervision of the coordinator responsible for their program.
- Supervises instructional aides, student teachers, and parent volunteers when applicable.

JOB REQUIREMENTS (minimum requirements)

- Credential: Holds the credential or credentials required for the assigned teaching position
- Education: Bachelor's Degree, including all courses needed to meet credential requirements' units beyond the Bachelor's degree are desirable

SALARY

In accordance with the Certificated Educators' Salary Schedule