

# **RICHMOND SCHOOL DISTRICT**

## **JOB DESCRIPTION**

### **Teacher (K-8)**

#### **Job Summary:**

To create a flexible program and a classroom environment favorable to learning and personal growth; to establish effective rapport with students; to motivate students to develop skills, attitudes and knowledge needed to provide a good educational foundation, in accordance with each student's ability; to establish good relationships with parents and with other staff members.

#### **Qualifications:**

##### **Knowledge of:**

Principles, theories, methods, techniques and strategies pertaining to teaching and instruction of assigned pupils; The California Standard for The Teaching Profession.

Child growth and development and academic, social and behavioral characteristics of assigned students;

Working knowledge of the subject matter, classroom management techniques, current researched best practices and strategies, as well as students' learning styles and needs, both academic and affective.

Educational curriculum and instructional goals and objectives, and the educational trends and research findings pertaining to educational programming for assigned students;

Behavior management and behavior shaping strategies, techniques and methods, and conflict resolution procedures appropriate for assigned students;

Socio-economic and cultural background differences of the school population.

##### **Ability to:**

Plan, organize, develop and conduct a comprehensive teaching and instruction program for pupils assigned;

Provide effective learning experiences for pupils from a wide range of socio-economic and cultural backgrounds and with varying mental, social and emotional levels;

Effectively assess the educational needs of pupils and design, develop and implement sound educational plans;

Effective use technology in the design and delivery of instruction;

Provide an attractive, inviting and stimulating learning environment;

### **Training and Education:**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

**Experience:** Successful completion of student teaching at a recognized college or university or regular full time elementary classroom teaching experience, preferably in a variety of grade levels and multi-cultural settings.

**Education:** Possession of a Baccalaureate or higher degree with emphasis in elementary or middle school education, instructional technology, a subject matter field commonly taught in the elementary grades, or closely related field areas.

### **Licenses and Certificates:**

A valid California Teaching Credential authorizing service in assignment including certification to teach English Language Learners, or has met the qualifications established by the California Commission on Teacher Credentialing.

### **Essential Functions:**

Acquire knowledge of the goals of the school district and site/school goals. Work to support and achieve those goals.

Establish developmentally appropriate instructional and behavioral expectations for students and for him/herself and communicates those to students and their families.

Create lessons and learning environments that are safe, respectful, and interesting as well as being sensitive to Multicultural/Gender/Ability differences. Select, adapt and individualize materials appropriate for diverse student populations and skills.

Teach students the required curricula using strategies that foster thinking, reasoning, and problem solving.

Collaborate and communicate regularly with families in making educational decisions and use family and community resources to support learning.

Assess students' developmental, cognitive, and social needs and provide developmentally appropriate instruction to meet those needs.

Regularly assess student learning by using multiple forms of assessment.

Facilitate positive interactions between students and teacher, student and peers, and student and other adults.

Model learning and behavior consistent with the expectations for students.

Assess one's own instructional effectiveness.

Participate in ongoing and regular staff, team, and individual professional development, including course work, research, peer collaboration, and/or job-embedded staff development.

Supervise students in non-classroom settings when assigned including before-and after-school, recess and extra-curricular activities.

Participate in professional meetings called by administrative, including educational committees, student study teams or IEP team meetings.

Collaborate with peers to develop, plan, and implement best practices based on the needs/abilities of the students.

Keep the students' needs and rights first and foremost in any educational decision-making.

Have a working knowledge of and implement the Content Standards for California Public Schools and Grade Level Expectations.

Follows District/school rules and procedures regarding textbooks, supplies, report cards, attendance reports, study trips, first-aid, safety drills, etc.

Perform other duties as assigned.

### **Employment Standards:**

Teachers of the District are subject to the rules and regulations contained in the District Policy and Procedures and the provisions thereof shall constitute part of their contract of employment.

All teachers of the District are expected to be punctual and in regular attendance.

All members will maintain a professional appearance, general decorum, and behavior that conform to their professional status in the community.

Special care will be taken by every employee in the use and protection of all District property.

Teacher shall maintain confidentiality of student records and information about students.

### **Physical Requirements:**

Within one or more of the previously mentioned essential functions of this job description; the following essential physical requirements are incorporated:

1. Seldom = Less than 25%
2. Occasional = 25-50%

3. Often = 51-75%

4. Very Frequent = 76%

- 4 Ability to work at a desk, conference table or in meetings of various configurations.
- 4 Ability to stand for extended periods of time.
- 4 Ability to see for purposes of reading printed matter and observing students.
- 4 Ability to hear and understand speech at normal levels.
- 4 Ability to communicate so others will be able to clearly understand normal conversation.
- 3 Ability to bend, twist, stoop, kneel, or crawl.
- 2 Ability to lift, carry, push, or pull 50 pounds.
- 3 Ability to carry 25 pounds.
- 4 Ability to operate office equipment.
- 4 Ability to reach in all directions.

**I have read and understand the above requirements for this position:**

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Adopted: April 12, 2018