



**CLASS TITLE: CLASSROOM TEACHER  
CERTIFICATED**

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**BASIC FUNCTION:**

To plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment that guides and encourages students to develop and fulfill their academic potential. Work is performed under the supervision of the principal and administration.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Plans, prepares and delivers lesson plans and instructional materials that help students progress towards mastery of grade level standards. Develops schemes of work, lesson plans, and tests that are in accordance with established procedures;

Instructs and monitors students in the use of learning materials and equipment;

Uses relevant technology to support and differentiate instruction;

Manages student classroom behavior by developing, communicating, and enforcing school-wide and classroom behavior expectations and procedures;

Maintains student discipline in accordance with the rules and disciplinary systems of the school;

Provides appropriate feedback on student work;

Encourages and monitors the progress of individual students and uses information/data to adjust teaching strategies;

Provides guidance and feedback to instructional aides assigned to classroom/students;

Maintains accurate and complete records of students' progress and development;

Updates all necessary records (including student attendance) accurately and completely as required by laws, district policies and school regulations;

Prepares required reports on students and activities;

Participates in department, school, district and parent meetings, including Individualized Education Plan (IEP), Student Success/Study Team (SST), and 504 plan meetings as appropriate;

Implements IEP and 504 plan supports in collaboration with special education teachers and related service providers;

Communicates suspected disabilities or other significant concerns with a child's social-emotional or academic well-being to school counselor;

Nurtures and guides students to be thoughtful community members;

Provides guidance and advice to students on educational and social matters;



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Communicates necessary information regularly and in a timely manner to students, colleagues, and parents regarding student progress towards grade level standards and student needs;

Establishes and communicates clear objectives for all learning activities;  
Prepares classroom for class activities;

Creates a classroom environment that welcomes all students;

Provides/creates a variety of learning materials and resources for use in educational activities;

Observes and evaluates students' performance and development;

Grades class work, homework, and tests in a timely manner, providing adequate feedback;

Participates in setting goals for student achievement based upon data;

Participates in appropriate professional activities, including professional development and obligations related to the educational programs of the District;

Works professionally and collaboratively with colleagues, administrators, and other District staff.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Use of data to inform instruction and create plans  
Effective problem-solving skills and teaching strategies  
Exemplary organizational, communication, and people skills  
Integration of technology in classroom instruction

**ABILITY TO:**

Communicate effectively orally and in writing  
Model "best" instructional practices and curriculum integration techniques  
Establish positive relationships among staff members at all levels  
Work effectively and flexibly in a variety of environments  
Read a variety of materials  
Exchange information and make presentations  
Assist students or staff  
Prepare materials  
Use a computer and other technology-based equipment

**EDUCATION AND EXPERIENCE:**

Credential Requirements

Valid California Teaching Credential (CA Multiple Subjects and/or Single Subject Credential)  
CLAD or EL Authorization



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**WORKING CONDITIONS:**

**ENVIRONMENT:**

The job is performed under minimal temperature variations with frequent interruptions and a general hazard free environment, including classroom environment, office environment, outside and community locations.

**PHYSICAL DEMANDS:**

Sitting or standing for extended periods of time

Variable hours

Physical agility and stamina

Lifting light objects weighing up to 15 pounds