

Jurupa Unified School District

CLASSROOM TEACHER

GENERAL DUTIES AND RESPONSIBILITIES:

- E 1. Teaches in accordance with the abilities and achievements of the pupils assigned to his or her classes, and in conformance with the district's philosophy, goals and objectives.
- E 2. Develops performance objectives and lesson plans which are consistent with established district goals and objectives.
- E 3. Maintains a behavioral climate in his or her classroom conducive to learning, and works cooperatively with administrators in attempting to resolve problems of pupil behavior.
- E 4. Identifies and attempts to meet special needs of pupils, and initiates referrals to special programs and services personnel as necessary.
- E 5. Communicates with pupils and parents regarding the educational and social progress of pupils. Prepares formal progress reports and provides other information appropriate for inclusion in the cumulative records of the pupils assigned to his or her classes.
- E 6. Plans and coordinates the work of paraprofessionals, parents, and volunteers as assigned.
- E 7. Assists in interpreting the programs and goals of the school district to the community.
- E 8. Maintains plans, seating charts, and instructional materials in such a way that they can be utilized by substitute teaching personnel when the need arises.
- E 9. Assists in maintaining acceptable pupil behavior in school areas outside his or her classroom, such as the halls, grounds, auditorium and cafeteria.
- E 10. Executes and prepares such forms, records, and reports as may be called for in the management of the schools.
- E 11. Works cooperatively with principals and other district administrators and supervisors in planning and implementing the educational programs of the schools.
- E 12. Exercises supervision and care over all furniture, books, supplies, and equipment entrusted to his care and instructs pupils in the proper use and preservation of school properties.
- E 13. Attends meetings called by order of the principal, superintendent, department chairman, or other administrator authorized to call meetings. Serves, as requested, on school and district-wide committees and project teams.
- 14. Supervises extracurricular activities as directed.

CLASSROOM TEACHER

GENERAL DUTIES AND RESPONSIBILITIES (continued):

- E 15. Supervises and assists in the evaluation of assigned staff or instructional aides.
16. Performs other duties as necessary.

LICENSES AND REQUIREMENTS

Appropriate teaching credential for the specific assignment.

ABILITY TO:

- Communicate and work with students; assess their learning needs, and plan for individual student progress.
- Understand and follow oral and written instructions.
- Work without immediate supervision.
- Establish and maintain effective working relationships with others.
- Prepare and maintain accurate records and reports.
- Supervise the activities of students, both indoors and outdoors.
- Read and comprehend handwritten or typed documents, and the display screen of various equipment and machines.
- Present information to students in an effective manner for sustained periods of time.
- Maintain an effective learning environment in the classroom, including the ability to maintain classroom control.
- Perform adjunct duties as required by the Principal.
- Maintain regular, steady attendance.

SUPERVISED BY: Principal or designated representative

Personnel Services
August 2001