

Job Description – Transitional Kindergarten Teacher

The Granada Hills Charter Transitional Kindergarten teacher is responsible for educating each pupil in his or her charge and for working with students, parents, other teachers, and staff toward achieving the goals and implementing the instructional vision set forth by the School.

TYPICAL DUTIES

- Effectively instruct transitional kindergarten students in a self-contained classroom.
- Work as part of an instructional team to plan and align curricula to ensure that instruction is cognitively challenging, differentiates for diverse learners, and follows curriculum guidelines or requirements of the State and Charter School.
- Communicate with families to create a partnership around student learning by providing information about the instructional program and the progress of their child(ren).
- Closely monitor student learning and reflect on instructional practice to refine strategies and improve student achievement.
- Provide clear behavior expectations for students and maintain effective supervision and discipline in the classroom.
- Work with collaborative teams to address and resolve student issues.
- Participate in faculty and professional meetings, educational conferences, and teacher training workshops.
- Maintain timely and accurate records for student attendance and academic progress towards learning objectives.
- Establish and maintain a classroom environment that is safe and supportive, celebrates student achievement, honors student effort, and promotes respect for all.
- Initiate or participate in all mandated meetings, including Individualized Education Plan (IEP) meetings with administrators, faculty, parents, and other parties involved to develop and implement an IEP for eligible students.
- Lead and participate in adjunct duties and special projects as assigned.
- Abide by all state and federal mandates in reporting sexual or physical abuse and neglect.

QUALIFICATIONS

A Transitional Kindergarten teacher must possess the following:

- A current, valid California teaching credential; and at least 24 units in early childhood education, or childhood development, or both; professional classroom experience comparable to 24 units of education; a child development teacher permit issued by the CTC;
- A bachelor's degree

Important additional qualifications for teachers who desire a position at GHC are:

- Knowledge of and/or experience with the attitudes and skills of an IB Learner to support the school-wide objective of accreditation as an International Baccalaureate World School (www.ibo.org);
- Excellent interpersonal verbal and written communication skills including collaborative problem-solving, decision making and working with diverse populations;
- Experience in effective implementation of instructional technology;
- Resilience and a positive attitude towards meeting challenges;
- A willingness to take responsibility and exercise leadership for the school as a whole;
- Evidence of education experience after college, if applicable (e.g. fellowships, graduate work, etc.);
- Evidence of successful classroom teaching experience in the grade level for which they are applying and willingness to remain at the grade level for which they are hired; and
- Positive references from the most recent places of employment, college or graduate school.

All employees are subjected to fingerprinting and a review of conviction records.

This class description is not a complete statement of essential functions, responsibilities, or requirements but are representative of the minimum level of knowledge, skill and abilities needed. Administration retains the discretion to add or change typical duties or a position at any time.