

Novato Unified School District Certificated Teacher Job Description

Classification: Certificated

Reports to: Site Principal

Work Year: 185 days (180 student days, 2 staff development days, 3 work days)

Salary Range: See Certificated Teacher Salary Schedule

Education and Credential Requirements: Appropriate teaching credential and English Learner certification as required by the State and District for the position

Primary Function

Under the direct supervision of the site principal the teacher provides an educational program that meets the instructional needs of each student in the teacher's area of credentialed responsibility consistent with District goals and School Board policy.

Representative Duties and Responsibilities

1. Teaches assigned subject area utilizing the Board of Trustees' adopted course of study and other standards-aligned learning activities.
2. Provides standards-based instruction that is consistent with District and school expectations and that meets the needs of all students assigned to the teacher.
3. Communicates with students, parents, administrators and other staff members in a manner that is consistent with District and school expectations.
4. Provides planned learning experiences in order to motivate students and best utilize the time available for instruction.
5. Establishes and maintains standards of student behavior needed to achieve a safe and productive classroom atmosphere consistent with site and District expectations.
6. Employs planning, record-keeping, resource management, and classroom management practices that maximize the teacher's effectiveness.
7. Provides for student supervision that ensures student safety consistent with District and school expectations.
8. Evaluates student academic and social growth, keeps appropriate records, prepares progress reports, and communicates with parents on individual student progress.
9. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve learning, health and behavior problems.
10. Performs basic attendance accounting and business services as required.
11. Participates in curricular and extra-curricular school programs, assessment and development activities, student supervision and control, and staff, parent, department and District meetings consistent with collective bargaining agreement.
12. Participates in IEP meetings and provides instruction to students with special needs in accordance with IEP utilizing support services as appropriate.

Other Duties and Responsibilities

1. Assumes professional responsibilities in a manner which meets district and school expectations and ensures continued personal and professional growth.
2. Implements district goals and objectives for certificated teachers as written in the individual's planning conference.
3. Performs other duties as assigned consistent with the Novato Unified School District Board Policies and Novato Federation of Teachers' contract.
4. Selects and requisitions books, instructional aids and instructional supplies, and maintains required inventory records.
5. Ensures a comfortable room environment through control of heating, lighting and ventilation to the extent possible.
6. Administers group standardized tests in accordance with the District testing program, following prescribed District and State mandated guidelines.
7. Plans and coordinates the work of aides, teacher assistants and other paraeducators as appropriate.
8. Collaborates with other professional staff members in the development of curriculum and instructional strategies.
9. Performs related duties as assigned.

Demonstrated Knowledge and Abilities

Knowledge of:

- Principals, theories, practices, methods and techniques used in curriculum development and classroom instruction
- Classroom procedures which promote appropriate student conduct and motivation for student learning.
- Child guidance principles and practices.
- Interpersonal skills using tact, patience and courtesy.
- Applicable sections of the State Education Code and other applicable laws.
- Research methods and report writing techniques.
- First aid and CPR.
- Current trends and research concerning the growth and development of children.

Ability to:

- Adapt plans to meet different needs and learning styles.
- Create an instructional program and a class environment favorable to learning and personal growth.
- Establish effective rapport with pupils.
- Motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for elementary education, in accordance with each pupil's ability.
- Monitor children in classrooms.
- Display the use of good judgment in making decisions.
- Maintain professional relationships with pupils, parents, colleagues and supervising staff members.
- Communicate effectively both orally and in writing.
- Maintain acceptable standards of physical health, energy and emotional adjustment to the job environment.
- Maintain consistent, punctual and regular attendance.

- Hear and speak to exchange information and make presentations.
- Have the dexterity of hands and fingers to operate a computer keyboard.
- Visually read and understand written information.

Licenses and Other Requirements:

- Valid California Teaching Credential
- English Learner Certification
- Valid California Class C Driver's License

Working Conditions: Classroom or outdoor environment

Novato Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.

*For questions, concerns or complaints, please contact the District Equity and Title IX Compliance Officer:
Assistant Superintendent – HR; 1015 Seventh Street, Novato, CA 94945; (415) 493-4207; hradmin@nUSD.org*