

**MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**  
**CLASSROOM TEACHER K-12**

**CLASSIFICATION:** Certificated  
**SALARY LEVEL:** Teachers Salary Schedule  
**WORK YEAR:** 185 Days

**JOB DEFINITION**

The classroom teacher is responsible for classroom instruction in areas for which the teacher is credentialed and authorized to teach. The teacher assesses student needs in relation to curriculum objectives and applies a program consistent with identified learning needs, curriculum objectives, and instructional materials, using appropriate teaching strategies, and assessing student progress. Creates and manages a teaching environment conducive to student learning and communicates regularly with parents regarding student academic and social progress. Provides supervision of all students during designated hours, and if assigned, during before and after school activities. The teacher shall be held accountable for the safety and welfare of all students. Assists in planning and implementing parent involvement activities.

**SUPERVISOR**

School Principal

**POSITIONS SUPERVISED**

Instructional Aides (if assigned)

**QUALIFICATION REQUIREMENTS**

*To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. The teacher must possess and retain certification that will allow authorization to provide curriculum and instruction appropriate to grade level and/or subject matter.*

**EXAMPLES OF DUTIES**

*The position includes but is not limited to the following list of representative duties:*

**Essential Duties:**

- Assess student knowledge and skills at school entrance through review of assessments and data.
- Assess specific student learning to be attained in relation to student learning needs and curriculum objectives.
- Determine a sequence of learning experiences, utilizing District adopted instructional materials and appropriate supplementary materials
- Develop and utilize written weekly plans as a basis of guiding daily instruction.
- Use assessments as the basis for developing learning goals for all students.
- Apply appropriate teaching strategies consistent with curriculum standards.
- Apply all aspects of the California Standard for the Teaching Profession.
- Assess and apply student data in developing curriculum goals.
- Develop and communicate to students and parents the expectations regarding student achievement and behavior.
- Make appropriate use of instructional time; maintain an appropriate learning environment and appropriate individual, class, and program records.
- Communicate regularly to parents regarding student progress, utilizing means such as parent-teacher conferences, telephone calls, and written documents.
- Listen to parent requests for information and assistance and respond through conferences, telephone conversations, and written communications.
- Encourage parents to provide in-home educational support.
- Improve teaching effectiveness by responding to performance evaluation recommendations and participating in required school and district sponsored in-service activities.

**MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**  
**CLASSROOM TEACHER K-12**

**Essential Duties: (Continued)**

- Maintain standards of professionalism and abide by the tenets of the State of California "Code of Ethics of the Teaching Profession."
- Participate in all Student Study Team meetings.
- Participate in Back-to-School Nights, Open Houses, and other activities to communicate classroom goals to parents.

**Other Related Duties:**

- Attend appropriate in-service training, workshops, and meetings, as assigned, to keep informed of current practices and trends in education.
- Provide first aid and CPR if needed.
- Perform other related duties as may be assigned by administration in compliance with Board policies and administrative regulations, the Master Contract, and State regulations.

**PHYSICAL EFFORT AND WORK ENVIRONMENT**

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy
- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels)
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead
- Physical stamina sufficient to sustain light physical labor for up to 8 hours, sit and/or walk for prolonged periods of time
- Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations
- Physical strength sufficient to periodically lift and/or carry 40 pounds of materials or supplies; occasionally lift 80 or more pounds with assistance
- Occasionally push and/or pull a variety of tools, equipment, or objects weighing 80 or more pounds
- Typically indoor work environment.

**REQUIRED QUALIFICATIONS**

**Education:**

- Bachelor's degree from an accredited college or university.
- An appropriate California teaching credential.

**Experience:**

- Successful experience teaching in grades K-12 is recommended.

**Knowledge of:**

- District and State content standards for students
- Effective classroom management techniques.
- Curriculum, instruction, and assessment processes and how they should operate in an effective school.
- Applicable sections of State Education Code and other applicable state publications, such as curriculum frameworks.
- Technology and computer software applications relative to instruction and administration.
- California Standards for the Teaching Profession.

**MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**  
**CLASSROOM TEACHER K-12**

**Ability to:**

- Stimulate and motivate students to learn.
- Establish and maintain cooperative relationships with students, school personnel, parents, co-workers, and the public.
- Communicate effectively in the English language both orally and in writing.
- Meet schedules and time lines.
- Work independently with appropriate direction.
- Analyze situations accurately and adopt an effective course of action.
- Learn and use technology and computer software applications as appropriate to the work environment.
- Use tact, patience, and courtesy when dealing with people.
- Use initiative and judgment in discussing problems with the public and district staff, involving office practices and policies.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Qualify for a Standard First Aid and CPR certificate.
- Possess a California driver's license and be insurable.

**DESIRABLE QUALIFICATIONS**

- Previous successful teaching experience at the K-12 level.
- Previous experience working effectively with culturally and linguistically diverse groups.
- Ability to speak a language in addition to English.
- Knowledge of organization, operations, policies, and objectives of public education.
- Strategic and analytical thinking skills and the ability to apply deductive reasoning and draw conclusions in order to solve problems and facilitate decision-making processes
- Ability to continuously seek quality service and process improvements in order to support a mission and strategic vision