

ELEMENTARY CLASSROOM TEACHER – GRADES 1ST – 3RD

Brief Description of Position

Provides an educational program for pupils in grades 1, 2, 3, or a combination thereof.

Major Duties and Responsibilities:

1. Teachers reading, language arts, social studies, mathematics, science, art, health, physical education, and music to pupils in a classroom, utilizing course of study and goals and objectives adopted by the Redwood City Board of Education.
2. Instructs pupils in citizenship, basic communication skills, and other general elements of the course of study specified in state law and administrative regulations and procedures of the school district.
3. Develops lesson plans which adapt the curriculum to the needs of each pupil.
4. Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
5. Helps pupil become aware of relationship to others and establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
6. Evaluates pupil growth, keeps records required by the district.
7. Communicates with parents through a variety of means, including parent conferences when needed or required to discuss the individual pupil's progress and interpret the school program.
8. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems and shows awareness of the primary importance of children's self-concept and emotional well-being.
9. Provides an effective environment for learning.
10. Continues professional growth through participation in in-service education activities provided by the district and/or self-selected professional growth activities.
11. Performs basic attendance accounting and clerical services as required.
12. Helps promote understanding of various cultures and teaches some history of minority groups in America appropriate to grade and age of pupils.
13. Assumes responsibility to maintain open communication and group evaluation of the primary program among all members of the primary staff.

Other Duties and Responsibilities:

1. Selects and requisitions books, instructional aids, and instructional supplies and maintains required inventory records.
2. Tries to insure a comfortable room environment through control of heating, lighting, and ventilation to the extent possible.
3. Supervises pupils in out-of-classroom activities as required during the assigned working day.
4. Administers group standardized tests in accordance with district testing program.

5. Participates in curriculum development programs within the school of assignment and/or on a district level.
6. Shares in school activities and participates in faculty committees.
7. Plan and coordinate the work of aides, teacher assistants, and other para-professionals.

Supervision Exercised or Received:

Under the immediate direction of the site administrator.