

VALLEJO CITY UNIFIED SCHOOL DISTRICT

Human Resource Services

665 Walnut Avenue, Vallejo, CA 94592

JOB DESCRIPTION

TEACHER

Title:	Teacher	Reports To:	School Site Principal or Designee
Department:	Academic Achievement & Accountability (AAA)	Work Year:	183 Days per year
Classification:	Certificated	Salary:	See Certificated Salary Schedule
Date Approved:	January 2007		

DESCRIPTION OF POSITION:

Under the supervision of the School Site Principal, the teacher provides an educational program for pupils and assists in other school programs as assigned.

PERSONAL QUALIFICATIONS:

Demonstrates respect and concern for students, parents, other staff members and administrative colleagues. Open-mindedness, fairness, consistency, sense of humor and emotional stability are all important qualities. Must have the ability to make decisions and perform on the job according to district standards.

REPRESENTATIVE DUTIES:

- Teaches reading, language arts, social studies, mathematics, health, art, physical education, music and citizenship to pupils, utilizing course of study adopted by the Board of Education and other appropriated learning activities. May teach a foreign language. E¹
- Provides planned learning experiences in order to motivate pupils and best utilize the available time for instruction. E
- Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom. E
- Evaluates pupil's academic and social growth, keeps appropriate records, prepares progress reports, and communicates with parents on the individual pupil's progress. E
- Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude and learning problems.
- Creates with assistance from pupils a functional and attractive environment for learning through displays, bulletin boards and interest centers. E
- Performs basic attendance accounting and business services as required. E

OTHER DUTIES AND RESPONSIBILITIES:

- Selects and requisitions books, instructional aids and instructional supplies, and maintains required inventory records.
- Insures a comfortable room environment through control of heating, lighting and ventilation to the extent possible.
- Supervises pupils in out-of-classroom activities during the assigned working day.

¹ Essential duties as required by the American Disabilities Act

- Administers group standardized test in accordance with district testing program.
- Participates in curriculum and other developmental programs within the school of assignment and/or on the district level.
- Shares in the sponsorship of student activities and participates in faculty committees.
- May plan and coordinate the work of aides, teacher assistants and other paraprofessionals.
- Participates with other professional staff members in the social hygiene and outdoor education programs.

EDUCATION AND CREDENTIAL REQUIREMENTS:

- Appropriate credential as required by the District and the State for the position.

ENVIRONMENT: School and Office.

PHYSICAL REQUIREMENTS: Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency	Activity	Frequency
Bend	2	Lift/carry 0-10 lbs	3
Twist	2	Lift/carry 11-25 lbs	3
Squat	2	Lift/carry 26-40 lbs	2
Kneel	2	Lift/carry 41-100 lbs	1
Climb	2	Stand	4
Reach above shoulder	3	Walk	4
Grip/Grasp	3	Sit	3
Extend/Flex Neck	3	Drive	1
Use Right Hand	4	Perform Repetitive Hand Motions	3
Use Left Hand	4	Keyboarding/Mouse Work	2
Ability to See	4	Ability to Hear	4

THE VALLEJO CITY UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex. The District is compliant with ADA requirements.

Approved by: 
 Rose Peppin, Assistant Superintendent of HRS

Date: 1-26-07