

BOARD POLICY

CERTIFICATED PERSONNEL

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JD 4119.4

TEACHER – GRADES K-6

Definition:

A certificated person who demonstrates the ability to relate to, and teach children.

Responsible to:

School Principal

Major Duties and Responsibilities:

1. Provides an educational program for students in grades K, 1, 2, 3, 4, 5, or 6, or a combination thereof, and assists in other school programs as assigned.
2. Plans goals and objectives for class and individuals.
3. Teaches pre-reading/reading/language arts, social studies, mathematics, handwriting, science, health, art, music, physical education, and other appropriate learning activities, utilizing the scope and sequence adopted by the Governing Board.
4. May teach a foreign language.
5. Instruct students in citizenship, basic communication skills and other general elements of the course of study specified by state law and administrative regulations and procedures of the district.
6. Provides planned learning experiences in order to motivate students and to utilize instructional time wisely and effectively.
7. Develops and uses lesson plans and instructional materials suitable for verbal and/or visual instruction of students with wide ranges of mental, physical and emotional maturities.
8. Provides individualized and small group instruction when needed, in order to adapt the curriculum to the needs of each student.
9. Establishes and maintains standards of student behavior needed to achieve a functional, learning atmosphere in the classroom.
10. Evaluates the student's academic and social growth, keeps appropriate records, prepares progress reports, and communicates with parents/guardians on the individual student's progress through a variety of means throughout the school year.

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11. Holds parent conferences to discuss the student's progress and interpret the school and class programs.
12. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, personal and learning problems.
13. Creates and maintains, with assistance from students, a functional, effective and attractive environment for learning through displays, bulletin boards, and interest centers.
14. Ensures, to the greatest extent possible, a comfortable room environment.
15. Maintains professional competence through participation in inservice education activities provided by the District and/or self-selected professional growth activities.
16. Performs basic attendance accounting, as required.
17. Participates cooperatively with the principal, or his designee, to mutually develop, the system by which he will be evaluated in conformance with the District's uniform guidelines for evaluation and assessment.
18. Selects and requisitions books, instructional aides and supplies, and maintains required inventory records.
19. Supervises students in out-of-classroom activities during the assigned working day.
20. Administers group-standardized tests, in accordance with District testing program.
21. Participates in curriculum and other developmental programs within the school of assignment and/or on a district level.
22. Shares in the sponsorship of student activities and participates in faculty committees.
23. May plan and coordinate the work of aides, teacher assistants, parent volunteers, other paraprofessionals, and cross-age teacher helpers, as assigned.
24. Participates with other professional staff members in the social hygiene and Outdoor Education Programs, as assigned.
25. Contributes to the development and/or improvement of professional standards.
26. Performs other duties as may be assigned.

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Minimum Qualifications:

1. Valid California Elementary Teaching Credential.
2. Knowledge of child growth and development.

Job Description Adopted: September 17, 1979

Job Description Revised: July 17, 1989

Job Description Revised: August 06, 1990