



**CLASS TITLE: CLASSROOM TEACHER**

**PRIMARY FUNCTION:** Provides an educational program for students, to assist in other school programs as assigned, to maintain control, preserve suitable learning conditions, and evaluate student progress.

**DIRECTLY RESPONSIBLE TO:** Principal

**ASSIGNED RESPONSIBILITIES:**

- Plans, prepares, and delivers lesson plans and instructional materials that help students progress towards mastery of grade level standards, using the Montessori method and Project Based Learning. Develops schemes of work, lesson plans, and assessments that are in accordance with established procedures.
- Instructs and monitors students in the use of learning materials and equipment.
- Uses relevant technology to support and differentiate instruction.
- Realistically evaluates student progress, keeps appropriate records, prepares progress reports/report cards, and effectively communicates progress with students, supervisors, and parents.
- Manages student classroom behavior by developing, communicating, and enforcing schoolwide and classroom behavior expectations and procedures.
- Maintains student discipline in accordance with the rules and disciplinary systems of the school.
- Provides appropriate feedback on student work.
- Encourages and monitors the progress of individual students and uses information/data to adjust teaching strategies.
- Provides plans, guidance, and feedback to instructional aides assigned to classroom/students.
- Updates all necessary records (including student attendance) accurately and completely as required by laws, District policies, and school regulations.
- Participates in department, grade level, school, District, and parent meetings, including Individualized Education Plan (IEP), Student Success/Study Team (SST), and 504 plan meetings as appropriate.
- Plans support in collaboration with special education teachers and other related service providers for implementation of services for IEPs and 504s.
- Nurtures and guides students to be thoughtful community members.

- Creates a classroom environment that welcomes all students.
- Grades class work, homework, and assessments in a timely manner, providing adequate feedback.
- Participates in appropriate professional development activities, including professional development and obligations related to the educational programs of the District.
- Administers, proctors, secures, and submits State, District, and school standardized assessments following State, District, and school policies and regulations.
- Adheres to all District health and safety policies.
- Provides supervision or duties as assigned during instructional day and at any school event, such as before or after school duty, tutoring, Special Event Evenings, etc.
- Communicates with families as partners of the school. Completes recruitment activities as assigned.
- Works professionally and collaboratively with colleagues, administrators and other District staff.
- Performs other related duties as assigned.
- Onsite attendance required.

#### **EDUCATION AND EXPERIENCE:**

Appropriate valid California Teaching Credential  
 Montessori certification begun within one year of hiring, completed within two years.  
 CLAD or EL certification

#### **QUALIFICATIONS:**

##### **Knowledge of:**

Data and how to use it to inform instruction and create plans  
 Curriculum and standards expectations for subject and/or grade being taught  
 Effective problem-solving skills and teaching strategies  
 Exemplary organizational, communication, and people skills  
 Integration of technology in classroom instruction  
 Montessori Method and Project Based Learning

##### **Abilities to:**

Communicate effectively orally and in writing  
 Work in a diverse socio-economic and multicultural community  
 Maintain consistent, punctual and regular attendance  
 Model “best” instructional practices and curriculum integration techniques  
 Establish positive relationships among staff members at all levels  
 Work effectively and flexibly in a variety of environments

Read a variety of materials  
Assist students or staff  
Prepare materials  
Use a computer, chromebook or other technology-based equipment

**Physical Demands:**

Occasionally sitting for extended periods of time  
Frequently walking or standing  
Variable hours  
Occasionally lifting objects weighing up to 10 pounds, seldom weighing up to 25 lbs  
Occasionally bending, twisting, crouching or kneeling  
Dexterity of hands and fingers to operate a computer keyboard (occasionally to frequently)  
Continuously listening and speaking to exchange information, provide instruction and make presentations

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| Physical Demands Frequency Definitions Based on an 8 hour day:<br>N = Never = 0%<br>S = Seldom = 1 - 10% (< 45 minutes)<br>Oc = Occasionally = 11 - 33% ( up to 3.0 hours)<br>F = Frequently = 34 - 66% (up to 6 hours)<br>C = Continuously = 67 - 100% (> 6 hours) |
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**Salary:** Per teacher salary schedule

**To Apply**

This search is being conducted by [CalWestEducators Placement](#). Please send a resume and cover letter to the attention of Nichol Mallik, Candidate and School Liasion using the link provided.