



CALAVERAS UNIFIED SCHOOL DISTRICT
3304-B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-2300

JOB TITLE: Teacher
WORK YEAR: 7 hours per day/185 days per year

JOB DESCRIPTION: Under direct supervision of the Site Principal and/or Site Assistant Principal, to conduct specific classroom instruction and discipline, and general responsibility for all students on school premises.

JOB SUMMARY:

1. Follow appropriate activities determined by Board of Education guidelines.
2. Responsible for planning: Lesson goals and objectives are clearly written and communicated, alternatives are planned to meet individual student needs, time allocation is appropriate for the lesson, the daily plan or unit follows a sequence or progression, teaching strategies are appropriate for the lesson. Includes methods for checking student progress in a timely manner.
3. Responsible for Instruction: Lesson follows stated plan with variations when appropriate, time management, transitions and pacing are evident, teaching strategies are evident and appropriate to meet the lesson objective, and students participate in the lesson.
4. Responsible for classroom management: Materials are appropriate and well organized, expectations of student behavior are communicated positively, monitored, and reinforced, and the physical environment and arrangements which can be influenced by the teacher are conducive to instruction and safety.

ESSENTIAL JOB FUNCTIONS:

1. **Physical**
 - Standing/Walking: Frequently; throughout work shift while performing classroom duties, including recess supervision, field trips.
 - Sitting: Occasional; while performing classroom duties at low tables assisting students.
 - Lift/Carry: Frequently; 1-15 pounds; classroom instructional materials, books, binders, paperwork. Occasional lifting 16-35 pounds, books and materials, assisting students and moving equipment.
 - Bending/Stooping: Frequently; at knees/waist/neck while providing one-to-one student services or retrieving items from lower shelves.
 - Push/Pull: Occasionally; using both hands and arms exerting a force of 10-30 pounds while assisting students, moving furniture and equipment, and opening doors, etc.
 - Climbing/Balancing: Seldom, using stepladder in classroom, may be stairs

- at some locations.
- Kneeling/Crouching/Crawling: Occasionally; kneeling may be required while assisting students in physical activities. Crouching/crawling not required but may choose to get in these positions with children for activities.
 - Hands/Arms: Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reading is required.
 - Sight/Hearing/Speech: Constantly; to provide instructional assistance to students. Assignment may require hand/eye coordination, depth perception, and peripheral vision depending on assignment.

2. Mental

- Constant mental alertness required in supervision activity of assigned students to anticipate behaviors of students and maintain safe, educational environment.
- Must possess necessary communication skills, written and oral, to complete assignments. Must be able to read, write, and speak English. Possess interpersonal skills to work well with various types of students, parents, and staff. Must be able to adapt to work pressures that can include frequent interruptions, multiple tasks, and maintaining daily schedule of activities.
- Must be able to work independently with assigned student and exercise creative problem-solving ability.
- Must be able to provide supervisory skills to provide guidance and set appropriate behavioral model to assigned students.

3. Work Conditions

- Location: Work is performed 90% within the school classroom setting, 10% in an outdoor education setting: recess, walking, and field trips.
- Hazards: Working with active young children, trip hazards, and slippery surfaces.
- Equipment Used: General office and classroom equipment, computer, audio-visual equipment, 10-key, copier.
- Safety Equipment: None required.

SALARY: Placement on Certificated Salary Schedule

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Tuolumne JPA Essential Function Analysis