

HUNTINGTON BEACH CITY ELEMENTARY SCHOOL DISTRICT

CLASS TITLE: ELEMENTARY CLASSROOM TEACHER (GRADES K-5)

BASIC FUNCTION:

Under the direction of the Principal, provide opportunities for academic growth and social development for assigned pupils.

REPRESENTATIVE DUTIES:

Teach one or more of the following subjects utilizing the Curriculum Guidelines adopted by the Board: reading, language arts, social science, mathematics, science, speech, health, art, physical education and music. **E2**

Identify pupil needs and cooperate with other professional staff members in assessing and assisting pupils solve health, attitude and learning problems. **E1**

Establish and maintain standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom. **E1**

Utilize a variety of instructional materials and techniques to adapt the curriculum to the needs of each pupil. **E3**

Evaluate pupils' academic and social growth; maintain appropriate records and prepare progress reports; communicate with parents regarding pupil's progress. **E1**

Prepare and provide plans and materials for use by a substitute teacher.

Create an environment conducive to learning within the physical limitations of the facility.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Basic record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Public speaking techniques.
- Basic research methods.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.

- Applicable sections of the State Education Code and other applicable laws.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Principles of training and providing work direction.
- Technical aspects of field of specialty.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.

Ability To:

- Make generalizations, evaluations or decisions without immediate supervision.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Prioritize and schedule work.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of technological advances in the field.
- Complete work with many interruptions.
- Determine appropriate action within clearly defined guidelines.
- Understand and work within scope of authority.
- Work independently with little direction.
- Meet schedules and time lines.
- Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and appropriate graduate units for specific area.

LICENSES AND OTHER REQUIREMENTS:

Valid California Teaching Credential authorizing service at the elementary level at the grade level assigned.

WORKING CONDITIONS:

Environment:

- Elementary classroom environment.
- Considerable distraction from classroom activities.

Physical Abilities:

- Hearing and speaking to exchange information and make classroom presentations.
- Sitting or standing for extended periods of time.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist.
- Seeing to read and explain classroom assignments.

6/1994