



## CERTIFICATED JOB DESCRIPTION CAJON VALLEY UNION SCHOOL DISTRICT

### TEACHER (TK-12)

#### PRIMARY FUNCTION

Teachers in Cajon Valley Union School District are responsible for providing instruction in content areas in which assigned students can grow emotionally, socially, intellectually, and physically according to their basic needs, ability level, and maturity. Teachers work and cooperate with colleagues in order to establish the proper climate for an inclusive learning environment. They communicate with parents regarding the progress of children in all areas of school life.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides instruction in varying group sizes and individually in the area prescribed by the school, the district, the Education Code, and the California State Department of Education. This includes citizenship, physical development, and one or more of the following academic areas: reading, English language arts, English language development, history-social science, mathematics, science, physical education, and electives based on the needs of the school site.
- Assesses student academic skills and implements differentiated instruction to facilitate growth.
- Establishes and maintains routines and procedures of student behavior needed to achieve a caring, safe, and productive learning environment in the classroom.
- Develops standards-based lesson plans and instructional materials as part of planned learning experiences to engage and support all students.
- Evaluates student academic and social growth, keeps accurate records including daily attendance, prepares progress reports and report cards, and communicates with parents on individual student progress.
- Collaborates with other educators and support staff in assessing and supporting student growth, development, and learning.
- Maintains a classroom and instructional program that is student-centered and promotes engagement, connection, participation, and a sense of belonging.
- Contributes to developing and maintaining a positive school culture that fosters each student's academic, social-emotional, and character development.
- Meets the requirements and standards of the specific job as interpreted through local school district board policy, county regulations, and the state Education Code.
- Maintains effective professional practice through participation in relevant professional development provided by the district and/or self-selected professional growth activities.
- Meets deadlines and responds in a timely manner to requests for information and stakeholder communication.
- Communicates positively and effectively with families, colleagues, and community members using various methods of communication.

## OTHER DUTIES AND RESPONSIBILITIES

- Attends faculty meetings, professional development, team meetings, grade level meetings, department meetings, Individualized Education Plan meetings, and Student Success Team meetings as required.
- Administers and scores assessments as may be required by the school, the district, or the State Department of Education.
- Maintains good relationships with families through community engagement events and activities.
- Serves in various capacities at the school or the district level when required.
- Orders and maintains supplies necessary for classroom instruction and student participation.
- Supervises students in out-of-classroom activities during the assigned working day as required.
- Is available to serve as an advisor, if they are a teacher with expertise in a specific subject area.
- Performs other duties of an adjunct nature which are necessary to facilitate the smooth operation of the school.

## SUPERVISION RECEIVED AND EXERCISED

- When on the school site, teachers are under the immediate direction of the site administrator.
- Itinerant support staff may also have an additional supervisor responsible for their program.
- Teachers may direct the work of classified support staff, student teachers, and parent volunteers when applicable.

## JOB REQUIREMENTS (*minimum requirements*)

- Credential
  - Holds the credential(s) required for the assigned teaching position.
- Education
  - Bachelor's Degree or higher.

## WORKING CONDITIONS

### ENVIRONMENT:

- Indoor, classroom setting or outdoor, playground setting.

### PHYSICAL ABILITIES:

- Stamina and agility to stand, walk, run, sit, kneel, squat, crouch, bend, crawl, climb, and twist on a continuous basis during various classroom and playground activities.
- Mobility sufficient to visit any location throughout the campus.
- Strength to regularly lift, move, push, and/or carry various items in the classroom/playground up to 25 lbs.
- Reach overhead, above the shoulders, and horizontally.
- Dexterity of hand and fingers to grasp instructional materials and operate office equipment.

- Visual acuity to read text in a wide variety of typed/written formats and to visually supervise students during activities.
- Hearing sufficient to understand and engage in conversation within normal speech ranges.
- Clarity of speech sufficient to explain instructional concepts to children and to discuss them with adults.

## SALARY

In accordance with the Certificated Educators' Salary Schedule