

**Job Title: TEACHER – KINDERGARTEN**

**Definition:**

Under the supervision of the site administrator to provide an educational program as required by state and federal law, District Policy and programs for students in kindergarten.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Adheres to the California Standards for the Teaching Profession.
2. Provides instructional program(s) based on the California Content Standards and State Frameworks.
3. Teaches assigned subject areas utilizing curriculum adopted by the State Board of Education.
4. Provides planned learning experiences in order to motivate students and best utilize the available time for instruction.
5. Develops lesson plans and provides individualized, small group and whole group instruction in order to adapt the curriculum to the needs of each student.
6. Establishes and maintains standards of student behavior needed to achieve a productive and positive learning environment.
7. Evaluates students academic and social growth, keeps appropriate records, prepares progress reports, report cards, and communicates with parents on individual student's progress.
8. Identifies student needs and collaborates with other staff members in addressing these needs to ensure student success.
9. Creates and maintains a functional, safe and attractive environment for learning.
10. Manages professional responsibilities to maintain motivation and commitment to all students.
11. Maintains competence through participation in professional development provided by the district and/or self-selected professional growth opportunities.
12. Maintains inventory of District textbooks, technology and other instructional materials.
13. Administers tests in accordance with state and district testing mandates.
14. Shares in responsibility for student activities, participates in school and district committees, and attends site staff meetings.
15. Shares responsibility for safety and supervision of all students.
16. Other duties as assigned.

**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- California Standards for the Teaching Profession
- California Content Standards and State Frameworks
- Developmental characteristics of students
- Effective lesson design
- Computer usage and software applications

**Skill and Ability to:**

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- Effectively communicate both orally and in writing
- Establish positive rapport with students
- Motivate and engage students in learning activities
- Work with an ethnically diverse population using culturally responsive methodology
- Maintain professional confidentiality
- Work harmoniously with school/District personnel, supervisors, departments, parents and students
- Dress in accordance with accepted professional standards

**Training and Experience:**

- Appropriate California Teaching Credential
- Possession of an EL Authorization
- Elementary and Secondary Education Act (ESEA) compliant

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print
- Require the mobility to stand, stoop, reach, bend and move around the classroom to monitor students. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Perform work, which may require sitting for prolonged periods
- Is subject to inside and outside environmental conditions
- May be required to work at a computer terminal
- May be required to take and pass a physical examination
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work

**PHYSICAL REQUIREMENT INFORMATION**

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting		X	
Standing		X	
Walking			X
Bending (neck)			X
Bending (waist)		X	
Kneeling	X		
Reaching			X
Stooping		X	
Crawling	X		
Twisting (back & neck)		X	
Climbing	X		
Pushing/Pulling	X		

	<b>Lifting</b>	<b>Carrying</b>
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	Rarely (0 – 1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.		X			X	
11 – 25 lbs.	X			X		
26 – 50 lbs.	X			X		
51 – 75 lbs.	X			X		

<b>Mental Demands:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve		X	
Make Decisions		X	
Supervise			X
Interpret Data	X		
Organize	X		
Write	X		
Plan	X		
Multi-Task			X

<b>Equipment Use:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone	X		
Copier	X		
Computer	X		
FAX Machine	X		