

Willows Unified School District

Teacher Job Description



JOB TITLE: TEACHER

PURPOSE

Under the direction of a site principal, principal's designee or other appropriate administrator, the teacher shall plan, implement, monitor, and assess a classroom instructional program where all students must learn at high levels of achievement relative to the learning needs of all District students.

While working in collaboration with grade-level or subject matter teachers, SPED teachers, EL teachers, and school administrators, the teacher shall: design and implement a rigorous instructional program, based on the Board-approved core curricula, in a learning environment which nurtures and develops the socio-emotional intelligence and capacity of their students. They also embrace diversity and learning differences, constructing opportunities that nurture all students' growth.

Teachers shall create a safe and caring classroom environment which targets high-levels of student performance where all students can master challenging academic materials. It is the expectation of the District, in collaboration with teachers, that all students will be provided with the support and guidance to ensure academic success demonstrated through grade-level proficiency. It is understood that teachers will contribute to the school culture where differences are supported, with the shared goal that students acquire the knowledge, skills, strategies, and concepts needed for successful participation in our dynamic technological and global society.

ESSENTIAL FUNCTIONS and ASSIGNED RESPONSIBILITIES

Professional Expectations

Maintain and submit accurate student records, including grades, attendance, and present levels of performance.

Meet course and school-wide performance goals (LCAP, School Site Plans, WASC Action Plans, etc...)

Organize classroom systems and procedures and manage student behavior to ensure all students have the opportunity to be fully engaged.

Model and uphold school-wide student behavioral expectations by supporting and reinforcing school procedures

Participate actively and contribute to a positive school culture.

Establish vertical articulation regarding curricular learning objectives between grade levels and schools throughout the district.

Submit timesheets, reimbursement requests, and other administrative records or supporting paperwork, following established District policies and procedures.

Maintain consistent, punctual and regular attendance.

Maintain appropriate work ethic.

Perform related duties as assigned.

Curriculum, Instruction, and Assessments

Plan, implement, monitor, and assess a classroom instructional program utilizing adopted curriculum which is consistent with District and Board goals and philosophies, local site goals, and specific objectives based on the assessment of student needs.

Accommodate, differentiate, or modify curricula to meet student needs.

Research and use a variety of curriculum resources and instructional strategies to actively engage students in the learning environment.

Develop lesson plans and units of study that promote access to academic content standards for all students. In addition, provide lesson plans for substitutes.

Participate in IEP meetings as required and provide instruction to students with special needs in accordance with the IEP, utilizing support services as appropriate. Teachers will follow the State Ed Code concerning IEP meetings.

Provide instruction and support through multiple modalities to students who are learning the English language.

Utilize formative and summative curricular assessments to measure student progress and continuously use assessment data to refine curriculum and instructional practices.

Assume primary responsibility for the progress of all students, in collaboration with educational partners and participate in the development and implementation of intervention plans for students who do not meet learning goals.

Provide direction for instructional aides and/or volunteers in the learning environment.

Prepare students for standardized tests, by aligning district approved curriculum to state standards and utilizing available test-prep resources to optimize student performance.

Learning Environment

Create a positive educational climate where students learn.

Develop, communicate, and maintain high standards for individual and group behaviors.

Support and assist in maintaining student intervention and discipline policies set forth by the district.

Collaborate and cooperate with other professional support resources in identifying, assessing, and supporting students with health, emotional, social and learning challenges.

*Supervise students outside of the classroom excluding duty free lunchtime.

Communications

Provide feedback for learning by maintaining grades on the District adopted student information system in an appropriate and timely manner.

Communicate as needed with parents or guardians regarding goals and objectives of the instructional program, individual student progress, needs or challenges, and special accomplishments.

KNOWLEDGE OF

Research based principles, theories, practices, methods and techniques used in curriculum development, classroom instruction and assessments.

Applicable California content standards, current curriculum frameworks and educational standards.

Classroom procedures which promote appropriate student conduct and motivation for student learning.

First aid and CPR implementation procedures.

Current curriculum frameworks and educational standards.

ABILITY TO

Comply with the standards for ethical and professional performance.

Adapt instructional plans to meet different learning needs and styles.

Create an instructional program and a class environment favorable to learning and personal growth.

Manage student behavior in and out of the classroom, that promotes a safe and engaging learning environment.

Display the use of good judgment in making decisions.

Respect equipment used in the classroom for instructional purposes.

Communicate effectively, both orally and in writing.

EDUCATION, EXPERIENCE, LICENSES AND OTHER REQUIREMENTS

Bachelor of Arts/Science Degree from an accredited college or university. (Teachers in vocational areas may be exempt from the college degree requirement.)

A valid California Teaching or Designated Subjects Credential for the grade level and/or subject area assigned.

Valid California authorization to provide classroom instruction to English Language Learners.

Ability to obtain a clear TB screening.

Ability to pass background checks with the Department of Justice.

*Education Code 44807 - Every teacher shall hold students to a strict account for their conduct on the way to and from school, on the playgrounds, and during recess.

*WUSD Board Policy 5142 - School staff shall be responsible for the proper supervision of students at all times when students are subject to district rules, including, but not limited to, during school hours, school-sponsored activities, before and after-school programs, morning drop-off and afternoon pick-up, and while students are using district provided transportation.