

**CIVIL SERVICE
CLASSIFICATION:**

Classroom Teacher

WORKING TITLE:

Classroom Teacher

BRIEF DESCRIPTION:

The classroom teacher supports the school's philosophy, policies, goals, and Expected School wide Learning Results (ESLRs); provides instruction to assigned students; develops and implements daily, weekly, and semester learning plans; plans instruction and designs engaging learning experiences; supports all students in the learning process; uses a variety of assessment strategies; maintains effective communication with parents and the residential staff regarding student progress; performs representing teacher or coordinator responsibilities during the IEP/ITP process; uses appropriate expressive and receptive communication skills; expects and promotes use of American Sign Language and English in accordance with the bilingual/bicultural philosophy; participates in professional growth activities; demonstrates awareness of confidentiality of information; works cooperatively with staff members, parents, and the community; participates in the extra-curricular activity program, and assumes the responsibilities listed below. Teachers communicate with students, staff and parents in ASL regarding school information and interprets or facilitates communication as necessary.

**REPORTING
RELATIONSHIP:**

The classroom teacher reports to the assigned department principal or supervisor.

DATE:

August, 2008

PERCENTAGE

55%

RESPONSIBILITIES

Classroom Instruction:

Develops and implements daily, weekly, semester learning plans and course syllabi following the format established by the department principal/supervisor. Evaluates standards to make sure they match students' functioning levels and the school's Expected School wide Learning Results. Integrates the students' Individual Education goals, the Individual Transition Plan activities, and the triennial assessments into classroom lesson plans. Organizes lessons and curriculum to support student understanding of subject matter. Sequences instructional activities and materials for student learning. Integrates ASL and English development into all subjects and when appropriate other content areas. Integrates lessons related to diversity, career awareness and the development of work habits into lessons. Selects materials, resources, and technologies to make subject matter accessible to students.

Provides instruction to assigned students. Communicates goals, objectives, the Expected School wide Learning Results, and teacher expectations to students. Plans instruction and designs engaging learning experiences. Supports all students in the learning process. Connects students' prior knowledge, developmental readiness, and life experiences with learning goals. Demonstrates knowledge of subject matter content. Uses a variety of effective instructional strategies and resources to respond to students' diverse needs. Facilitates learning experiences that promote autonomy, interaction, and choice. Engages students in problem solving, critical thinking, and other activities that make subject matter meaningful. Promotes self-directed, reflective learning. Team teaches when necessary.

Early Childhood Education teachers make home visits and maintain case notes.

Creates a climate that promotes fairness and respect for others. Promotes social development, individual and group responsibility.

Creates a physical environment that facilitates positive classroom interactions, accommodates individual and group learning needs, and supports visual accessibility. Designs attractive displays that reflect current topics being taught.

Handles routine discipline matters in a fair and consistent manner. Uses strategies from the Crisis Prevention Intervention training when handling disciplinary situations. Follows established reporting procedures for disciplinary matters that violate school policies.

20%

Assessment:

Develops and uses a variety of classroom assessments to evaluate students' knowledge and mastery of concepts. Analyzes student work and challenge level of assignments. Administers state achievement tests and selected school assessments in accordance with test administration procedures. Uses assessment results to guide instruction and to make instruction more meaningful. Assists students in developing skills to assess their own work and to engage in peer discussion of their work. Helps students understand and monitor their assessment results, their learning progress, to self-reflect, and for high school students to relate this information to their transition plans.

Completes progress reports/report cards in accordance with established procedures and deadlines.

Early Childhood Education teachers maintain anecdotal records

based on observations.

Reflects on instructional practices and analyzes teaching to modify pedagogy and to understand what contributes to student learning.

Participates as the representing teacher in IEP/ITP meetings. Follows up on requests from meetings. Participates in meetings for students who have special issues related to school.

20%

Administrative Responsibilities:

Participates in faculty, subject area, curriculum meetings. Participates on assigned committees. Establishes an effective communication system, coordinates and plans events with other departments. Works in a cooperative and supportive manner with others.

Completes assignments related to program review or school accreditation.

Constructs schedules for special events related to assigned program, communicates and coordinates schedules with other school departments and resource personnel. Participates in the extra-curricular activity program and informs supervisor of activities and involvement.

Completes and submits routine administrative forms and reports. Maintains a record of professional development activities.

Assumes responsibility for the safety of students/self and follows identified procedures when students/self are injured. Follows established attendance procedures when a student is missing.

Promotes public relations by explaining programs to visitors or by writing articles for the Cal-News.

Compiles and contributes information and material to be used in professional articles or research.

5%

Performs other duties as assigned.

Professional Responsibilities

Supports the school's vision, mission, policies, and goals. Communicates the school's mission and the department's annual goals to others and integrates supportive activities into the program. Supports the effort to create a school culture and climate conducive to learning.

Maintains effective relations and communication with all staff and

departments within the school. Practices positive team building techniques and works well in a team setting. Promotes a spirit of collegiality and a positive outlook to support staff and students' morale.

Communicates effectively, cooperatively, promptly, and respectfully with students, staff, parents, and visitors from the community. Develops a positive rapport with all constituents.

Displays knowledgeable perspective of Deaf culture when interacting with others. Displays proficiency in ASL and English. Displays knowledgeable multicultural perspective and sensitivity.

Demonstrates awareness of confidentiality of information.

Learns and adheres to school policies and procedures. Makes reasoned decisions related to job responsibilities. Displays mature judgment and the ability to exercise flexibility and individual initiative. Seeks and accepts help to improve job performance. Serves as a model for students and staff in appearance, dress and professional conduct/work ethics.

Follows the Emergency Response guidelines and safety practices related to all aspects of work.

Remains abreast of the best practices in education related to assigned content area, child development, learning problems, integration of technology, student portfolios, assessment, additional disabilities and other related topics. Participates in professional growth development activities such as: reading professional publications, attending workshops and conferences, sharing and discussing articles with other teachers, participating in peer discussions/observations, and being actively involved in professional organizations.

Obtains/maintains appropriate teaching credential.

Meets objectives established at previous performance evaluation or goals established with supervisor.

Uses ASL at all times; communicates with students, staff, and parents in ASL regarding school related information and interprets and/or facilitates communication at meetings as necessary.

Transports students safely in school vehicles when necessary.

Performs all services in a manner free from race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation bias.