

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Extended Learning Opportunity Teacher – Grades TK/K-6

REQUIRED QUALIFICATIONS

EDUCATION: Valid California credential authorizing service as a teacher on the assigned level and in assigned subject areas.

SKILLS: Ability to establish and maintain cooperative and effective working relationships with students, staff, parents, and administrators.

Skills in motivating students, communicating with individuals from varied educational and cultural backgrounds, directing support personnel, evaluating performance.

Knowledge of age appropriate teaching methods, state curriculum standards, California Standards for the Teaching Profession.

Ability to perform a variety of specialized and responsible tasks, maintain records, meet schedules and deadlines.

Use of appropriate technological tools.

BRIEF DESCRIPTION OF POSITION

Provides an extended learning opportunity program for students in grades TK/K-6, or a combination thereof, for the purpose(s) of facilitating student success in academics and interpersonal skills through implementing District approved curriculum and state content standards; documenting teaching and student progress, activities, and outcomes; addressing specific needs of students; and providing feedback to students, parents, and administration. Performs other related duties as assigned. Non-traditional hours to include a later start time and end time, following a modified work calendar. Shared classroom space with other teachers may be necessary.

ESSENTIAL JOB FUNCTIONS

- Instructs students in a learning environment appropriate to the level of each child for the purpose of improving their success in academic and interpersonal skills utilizing course of study adopted by the Board of Education, and other learning and/or developmentally appropriate activities.
- Develops lesson plans, provides individualized and small group instruction to adapt curriculum to the needs of each pupil for the purpose of implementing District approved curriculum and state content standards.
- Prepares teaching materials for the purpose of implementing lesson plans.
- Prepares various reports e.g. progress reports, study lesson evaluations, grades, attendance records, etc. for the purpose of documenting teaching and student progress.
- Advises parents of student progress for the purpose of reinforcing areas and methods for improvements and/or defining expectations.
- Assists in the selection of books, instructional aides, and instructional supplies and equipment and maintains required inventory records.
- Administers formal and informal assessments in accordance with state and District testing programs and records the results, as appropriate.
- Assesses and evaluates students' academic, social, and physical growth and keeps appropriate records in accordance with District policies and procedures.
- Analyzes individual student data, cluster groups, sub-groups, or grade level groups for performance trends.

- Provides enrichment activities before and/or after school.
- Supports identified at-risk students during the instructional day as well as before and/or after school, including Special Education students, English learners, homeless, and foster youth, following a “push-in” model.
- Maintains open lines of communication with students and their parents concerning both the academic and behavioral progress of all assigned students.
- Identifies pupil needs and works with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
- Utilizes assessment data to determine mastery of standards, reteaching needs, and subsequent instructional decisions.
- Utilizes appropriate and available technology to teach, assess, and reinforce specific grade level concepts.
- Provides an environment to develop citizenship and other general elements of course of study specified in state law and administrative regulations and procedures of the school district.
- Assists other teachers for the purpose of implementing curriculum.
- Monitors student activities, lunch, recess, before and after school for the purpose of providing a safe environment.
- Reports incidents e.g. fights, suspected child abuse, suspected use of controlled substances, etc. for the purpose of maintaining student safety, a positive learning environment and adhering to Education Code, District and/or school policies.

OTHER JOB FUNCTIONS

- Networks with other teachers and school personnel for the purpose of improving the quality of student outcomes, developing solutions, planning curriculum, and/or providing information.
- Participates in inservice/staff development programs for the purpose of meeting professional growth, PAR, state/district/credential requirements.
- Participates cooperatively with the principal/designee to implement the system by which the employee will be evaluated in conformance with the District’s evaluation procedures including attainment of District goals and objectives.
- Shares in the responsibility of student activities and student supervision, participates in faculty committees, and supports community-school activities.
- Communicates effectively with staff and parents.
- May plan and coordinate the work of paraprofessionals and/or volunteers.
- May provide short-term independent study support via contracts, assignments, meetings, and record keeping.
- Maintains proficiency in the operation of available resource equipment.

PHYSICAL REQUIREMENTS

Significant physical abilities include: standing and walking for extended periods, lifting/carrying, crouching, reaching/handling/feeling, talking/hearing, near and far visual acuity/depth perception/ accommodation/color vision/field of vision.

OTHER REQUIREMENTS

TB test clearance; Department of Justice fingerprint clearance.