

**ANTELOPE ELEMENTARY SCHOOL DISTRICT**  
*Position Description*

**POSITION:** Teacher

**TERMS OF EMPLOYMENT:** 183 Days

**REPORTS TO:** Principal/Superintendent

**MINIMUM QUALIFICATIONS:**

- Valid California teaching credential for the appropriate level.
- CLAD or SDAIE certificate.
- Appearance, grooming, and dress functional and appropriate for working actively with children as well as setting a good example for students.
- Ability to work effectively and cooperatively with students and adults.

**GENERAL SUMMARY**

Provides an educational program for elementary students and performs other school and job related duties.

**PRINCIPLE DUTIES AND RESPONSIBILITIES**

- Teaches assigned areas of learning utilizing adopted courses of study and appropriate learning activities.
- Establishes, in cooperation with the evaluator, standards of expected progress for individual students in designated areas of study, and techniques for assessment of that progress.
- Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere; models a pleasant and positive attitude in order to foster student feelings of pride and self-worth.
- Maintains effective physical environment for student learning.
- Develops lesson plans and instruction materials, and provides individualized and/or groups instruction in order to meet student needs.
- Evaluates students' growth, maintains appropriate records and prepares progress reports. Communicates results to the parents in accordance with District policy.
- Enlists the aid of other professional staff members in assessing and helping to solve specific student problems.
- Plans and coordinates the work of the instructional assistants, and other paraprofessionals as needed.
- Administers simple first aid and takes other appropriate measures when the accident or illness is more serious.

- Selects and requisitions books, instruction aids and supplies. Keeps inventory and takes attendance daily.
- Supervises students in out-of-classroom activities during the assigned working day.
- Attends site and District meetings as required.
- Maintains professional competence through participation in in-service educational activities provided as well as other professional growth activities.
- Establishes and maintains good professional relationships with parents, community and other staff members.
- Reports any factors that prevent full exercise of duties and responsibilities.
- Performs other duties normally required by unit members as adjunct to the regular teaching assignment.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Ability to deal with a wide range of personalities and situations requiring diplomacy, friendliness, and poise.
- Ability to work under stress in a calm and poised manner.
- Ability to meet critical time lines in a highly conscientious manner.
- Assists others when time allows.
- Ability to establish and maintain effective working relationships with others.

### **ENVIRONMENTAL CONDITIONS**

- Indoor /outdoor environment
- Temperature- normal climate

### **CONTACTS**

- Daily contact with students and District staff,
- Contacts with parents, community members and outside agency personnel.

### **EMPLOYMENT STANDARDS**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Approved:

**Page 2**  
**Elementary Teacher**