

**RIVER DELTA UNIFIED SCHOOL DISTRICT
TEACHER-ELL PROGRAM
EDUCATION SERVICES OFFICE**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, prepare and implement lesson plans for assigned classes; to provide instruction, to evaluate student progress and provide special assistance as appropriate; and to perform related duties as outlined by California Education Code and District Contract and District Board Policies and Procedures in support of the English Language Learner Program.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Coordinator of ELL Program and site Principal.

Exercises functional and technical supervision over instruction support staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Provide a learning environment that encourages individual differences and respect for the dignity and worth of each student; promote and encourage a positive and learning environment.
2. Plan and prepare lessons; identify and select instructional material; provide instruction to students.
3. Plan, assign, and direct the work of instruction support staff; train staff and review work practices.
4. Establish standards of student performance which can be quantitatively and qualitatively evaluated; prepare tests and assignments; correct papers and monitor student progress; prepare progress reports and report cards.
5. Assist in the identification, assessments, and resolution of special student problems; participate in IEP and Student Study Committee meetings, as appropriate; participate in the development in student goals.
6. Administer group tests in accordance with district and school testing programs; assess test results; identify student needs and provide appropriate instructional activities.
7. Develop goals and prepare and implement specific objectives for assigned class according to Board and District Policy.
8. Communicate with parents and students regarding the educational and social progress of students; identify areas for and methods for improvement.
9. Supervise students; enforce District and school rules, regulations, policies and procedures; recommend disciplinary actions as necessary.
10. Participate in professional group meetings; stay abreast of changes and new developments related to teaching techniques and other techniques that have proven successful in the classroom.
11. Attend regular in-service training.

Marginal Functions:

1. Exercise supervision and care over books, supplies, and equipment; instruct students on proper use and preservation of school properties.
2. Maintain a clean and safe classroom environment.
3. Participate in extracurricular activities.
4. Procure and order supplies and equipment.
5. Perform related duties and responsibilities as outlined by California Education Code, District Contract and District Board Policies and Procedures.

QUALIFICATIONS

Knowledge of:

Standard instructional methods and techniques.

Teaching principles and practices.

Curriculums for assigned grade level.

Pertinent, Federal, State and local laws, codes and regulations.

Recent developments, current literature and information related to curriculum.

Assessment techniques to identify and resolve student problems.

Ability to:

Prepare and implement lesson plans.

Learn and provide assistance to students requiring special medical assistance.

Assess student needs and develop appropriate instructional material.

Motivate Students

Work effectively with students and parents.

Communicate clearly and concisely, both orally and in writing.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include walking or standing for extended periods of time and operating assigned equipment.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, operating assigned equipment.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Teaching experience, (which may include student teaching) and includes ELL experience.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university.

License or Credential:

Possession of a valid Teaching Credential issued by the California Commission on Teacher Credentialing.

May need to possess additional credentials for specialized assignments. IE,
English Language Learners

WORKING CONDITIONS

Environmental Conditions:

Classroom environment.

Physical Conditions:

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking for prolonged periods of time.

JOB PROFILE:

Credential teaching position (187 days + 22 days summer school)
Certificated salary scale