



# RIALTO UNIFIED SCHOOL DISTRICT

## ELEMENTARY TEACHER

### Job Description

#### DEFINITION

To teach public school academic, social motor skills, and rules of conduct in grades TK-5. Prepare course objectives and outlines following curricula guidelines of the School District and the State of California. Teachers will be required to: instruct English/language arts, physical education, science, math, social science, art and music; prepare, administer, and correct tests, and record results; assign lessons; correct papers; maintain order in the classroom and on playground; counsel students when behavior or academic problems arise; discuss a student's academic and behavior attitudes and achievements with parents; keeps attendance and grade records as required by school.

#### ESSENTIAL DUTIES

- Develop lesson plans and instructional materials and provide whole class, individualized and/or group instruction in order to adapt the curriculum to the needs of students with varying abilities, attitudes, and cultural backgrounds.
- Instruct students in the grade level common core state standards, citizenship, communication skills, and other general elements of the course of study specified in state law and administrative regulations and procedures of the school district.
- Maintain standards of students behavior that provide an orderly and productive classroom and school environment in a positive manner by establishing good rapport between students, parents and others involved in the learning processes and in accordance with district policy and procedure.
- Evaluate students' progress, keep appropriate records, prepare progress reports, and effectively communicate student progress with students, administrators and parents.
- Communicate with parents through a variety of means. Hold parent conferences to discuss the individual student's progress and interpret the school instructional program.
- Identify student's needs, and cooperate with other professional staff members in assessing and helping students solve health, attitude, behavioral and learning problems.
- Participate in Student Individual Education Plan (IEP) and Individual Team Monitoring (ITM) meetings as needed.
- Create an effective and engaging learning environment through functional and attractive displays, bulletin boards, and interest centers.
- Maintain professional competence through participation in professional development activities provided by the District and/or self-selected professional growth activities.
- Upload student assessment results utilizing district technology programs.
- Perform basic attendance accounting/reporting duties as directed by district policy.
- Requisition books, instructional aids, and instructional supplies, maintains required inventory records pertaining to the instructional program.
- Insures a comfortable room environment through control of heating, lighting, and ventilation to the extent possible.
- Supervise pupils in out-of-classroom activities during the assigned working day.
- Participate in curriculum and other developmental programs within the school of assignment and/or on a district level.
- Participate in faculty committees.
- Plan and coordinate the work of aides, teacher assistants and other para-professionals
- Conduct the parent/pupil orientation during various parent nights as planned by the site administrator.
- Other duties as assigned.

#### QUALIFICATIONS

##### Experience and Education:

- Possession of a valid California Multiple Subject Credential.
- Possession of a valid California EL authorization or equivalent.
- No Child Left Behind (NCLB) compliant.
- Fingerprints on file as required by State Law.
- TB Skin Test as required by State Law.

**PHYSICAL CLASS:**

**Moderate lifting** - 40 pounds maximum with occasional lifting and/or carrying objects weighing up to 5 pounds.

**WORK AREA REQUIREMENTS:**

Regular classroom, on the playground, parking lot, bus stop areas and possibly field trips. Ability to use common school hand tools, computer, telephone and photocopy machine. Ability to transverse any part of a 10 acre campus which would include asphalt, sidewalks, grass on playgrounds, dirt, and bus areas. Spend up to 3 hours a week outside. Classroom dimensions are 32 feet long and 20 feet wide.

**PHYSICAL REQUIREMENTS:**

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours; Frequently/Medium - 3 to 6 hours; Constantly/High - 6 to 8 hours

Stooping:	Occasionally	Carrying:	Frequently
Bending:	Occasionally	Standing:	0-30 minutes to 1 hour
Lifting:	Occasionally	Kneeling:	Not required
Reaching:	Occasionally	Sitting:	0 or may sit 60 minutes a day
Handling:	Frequently	*Driving:	Must have ability to get to inservices meeting
Crouching:	Occasionally	Fingering:	Occasionally
Grasping:	Frequently	Walking:	Frequently - up to 4 ½ hours a day
Push/Pull:	Occasionally		

***\*Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.***

**FREQUENT MOTION:**

Twisting:	Not required	Wrist flexion:	Yes - Occasionally
Elbow flexion/extension:	Yes – Frequently	Reaching to shoulder level:	Yes - Occasionally
Forward shoulder/neck flexion:	Yes – Occasionally	Reaching below shoulder level:	Yes - Frequently
Reaching to above shoulder level:	Yes - Occasionally to put up classroom decorations		

**SENSORY REQUIREMENTS:**

Ability to see:	Constantly	Ability to hear:	Constantly
Ability to talk:	Constantly	Ability to smell:	Constantly
Ability to touch:	Constantly		

**THIS JOB REQUIRES:**

Alertness:	Yes	Attention to detail:	Yes
The use of two hands:	Yes	Recall of names and dates:	Yes
Ability to work in temperatures down to 40 degrees and up to 110 degrees.			

**MUST BE ABLE TO DEAL WITH THESE ENVIRONMENTAL CONSIDERATIONS:**

Heat - Has own air conditioning/heating may break down	Odor:	Not required
Noise: Must be able to work around "productive noise"	Humidity:	Yes, occasionally
Moisture: Not required	Fluorescent lights:	Yes, all day long
Working inside: 95% of the day	Working outside:	5% of the day
Working in close quarters with others: Yes, all day long	Floor may be slippery at times:	Yes, when painting

**ABILITY TO DEAL WITH PSYCHOLOGICAL FACTORS:**

Team work:	Yes	Frustration:	Medium
Repetitive tasks:	Yes	Level of responsibility:	High
Must keep up with schedule:	High	Able to work overtime as needed:	High
Dealing with angry parents, students:	Yes		

**PHYSIOLOGIC FACTORS**

Must maintain a high level of consciousness:	Yes	Orientation to time, place or person:	Yes
Ability to read at 12 <sup>th</sup> grade level:	Yes	Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes		

MT: 09/2014

**AN EQUAL OPPORTUNITY EMPLOYER  
RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**