

GOLETA UNION SCHOOL DISTRICT
ELEMENTARY CLASSROOM TEACHER, BILINGUAL

JOB DESCRIPTION

Brief Description of Position

Develops skills, attitudes and knowledge in an educational program for fluent, limited and non-English speaking pupils in grades kindergarten through sixth, or a combination thereof and assists in other school programs.

Supervision

Under the immediate direction of the school principal.

Major Duties and Responsibilities

1. For Children

- a. Assess pupil needs and provide instruction, guidance, motivation and appropriate learning activities to develop concepts in all such areas listed in the course of study adopted by the local governing board.
- b. Establish and maintain a safe and functional learning environment.
- c. Identify pupil needs and cooperate with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems as related to a positive self-image.
- d. Evaluate pupils' academic and social growth and keep appropriate records.

2. To Parents

- a. Prepare evaluations and communicate with parents on individual pupil progress and needs.
- b. Provide parents with information on educational programs within the school.

3. To School/Staff

- a. Cooperate with other professional staff in formulating school rules and policies and in developing curriculum and evaluation procedures.
- b. Assist in selecting and requisitioning books, instructional aids and supplies.

- c. Perform basic attendance and classroom accounting.
- 4. To District
 - a. May participate in district-wide curriculum development.
 - b. Maintain competence through self-selected professional growth activities.
 - c. Comply with district policies and may participate in the formulation of revisions.
 - d. Participate in district in-service meetings.

Other Duties and Responsibilities

- 1. Supervise pupils in out-of-classroom activities during the assigned work day.
- 2. Comply with the district testing program.
- 3. Share in the sponsorship of student activities and participate in faculty committees.
- 4. Work with aides, student teachers, para-professionals, and others assigned to the school.
- 5. Participate in grade level programs as agreed upon in the school.
- 6. Perform other related duties as assigned.

Qualifications

- 1. Possession of a valid California Elementary Credential with a Bilingual/Cross Cultural Specialist, Bilingual/Cross Cultural Emphasis, or Bilingual Certificate of Competence.
- 2. Demonstrated bilingual skills in the language required by the assignment.
- 3. Verification of CBEST clearance.