

Pacific Christian School
Teacher Job Description

Purpose Statement

This job description is for the purpose of providing direction and support to teachers. It defines responsibilities for supervision of students within the classroom and other assigned areas on the PCS campus. It includes the development of lesson plans and delivering group and individual instruction within established curriculum guidelines. The job requires collaborating with other teachers, professional staff, and administrators in addressing instructional and/or classroom issues as well as responding to a wide range of inquiries from students, parents or guardians regarding student progress. Teachers report directly to the Assistant Administrator/Assistant Principal.

Degrees, Credentials, Certifications, Experience, Medical Clearance, and Fingerprinting

- Bachelor's degree in job-related areas
- Job-related experience is desired.
- California Teaching Credential; or ACSI Teaching Credential
- Salary Range - \$48,600 to \$60,000
- CPR and First Aid Certificate
- Continuing Education Units
- Criminal Justice Background Check
- TB Clearance
- Sexual Harassment Prevention Training Certification
- Mandated Reporting Training

Essential Functions

- Create engaging and appropriate grade-level lesson plans for students.
- Ensure written weekly lesson plans are turned into the Administration every Friday.
- Develop and deliver daily instruction to students based upon Best Practices.
- Provide direct supervision to students in the classroom, on the playground and in lines always keeping them safe.
- Develop, communicate and enforce all classroom procedures and routines appropriately.
- Establish behavioral expectations that create a classroom environment conducive to learning.
- Adapt classroom work and provide students with instructional guidance and material that address individualized learning goals within established lesson plans.
- Administer developmental testing programs and/or subject-specific assessments, etc. for the purpose of assessing student competency levels and/or developing individual learning plans.
- Advise parents and/or legal guardians of student progress regularly. Communicate expectations; student's achievements developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assess student progress towards objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.
- Collaborate with instructional staff, other school personnel, parents and a variety of community resources.
- Counsel students for the purpose of improving performance, health status and problem-solving techniques.

- Demonstrate methods required to perform classroom and/or subject-specific assignments for the purpose of providing an effective program that addresses individual student requirements.
- Direct teacher assistants/aides, volunteers and/or student workers as needed.
- Manage student behavior for the purpose of providing a safe and optimal learning environment.
- Model appropriate conversation, manners, clean-up activities, listening skills, etc. for the purpose of demonstrating appropriate social and interpersonal behavior to students.
- Monitor students in a variety of educational environments (e.g. classroom, playground, field trips, etc.) ensuring a safe and positive learning environment.
- Organize age-appropriate indoor and outdoor activities for the purpose of ensuring student participation in learning activities.
- Participate in a variety of meetings (e.g. grade level, ACSI, professional growth, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Perform other related duties, as assigned by the Administration for the purpose of ensuring the efficient and effective functioning of the work environment.
- Prepare a variety of written materials (e.g. grades, attendance, anecdotal records, etc.) to document student progress and meet reporting requirements.

Health and Safety Responsibilities

- Report incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) to maintain the personal safety of students, providing a positive learning environment and adhering to school policies.
- Respond to emergency situations for the purpose of resolving immediate safety concerns and/or directing appropriate personnel for resolution.
- Answer inquiries from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction.

Knowledge, Ability and Skill Qualifications

Ability to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include the following:

- Operate standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.
- Read technical information, compose a variety of documents and/or facilitate group discussions; and analyze situations to define issues and draw conclusions.
- Satisfactorily comply with policies, regulations and/or laws.
- Apply age-appropriate activities, teaching strategies, effective instructional methodologies, intervention strategies, short- and long-term lesson planning, and behavioral management strategies.
- Ability is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment.
- Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods.
- Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans.

- Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate.
- Specific ability-based competencies required to satisfactorily perform the functions of the job include establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.
- Responsibilities include working under limited supervision using standardized practices and/or methods; directing other people within a small work unit; and tracking budget expenditures.
- Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.
- The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.