

Geyserville Elementary School
Classroom Teacher (TK-5th Grades)

Position Summary:

Teachers are the heart of Geyserville Elementary School. They are responsible for the direct instruction of students (their primary duty), as well as planning instruction and setting goals. They will actively collaborate with a dynamic team of educators to provide current and engaging learning experiences for students.

Direct Supervisor: Principal

Position Responsibilities:

- Implementing curriculum
- Clearly and timely communicating standards, achievements and deficiencies to students and parents
- Teaching good study habits
- Monitoring and assessing academic progress
- Working with students, specialists, parents and administrators to develop individual education plans, independent study programs and academic remediation processes
- Maintaining complete and accurate student academic and disciplinary records
- Ordering and maintaining appropriate levels of textbooks, instructional materials and equipment
- Maintaining safe and orderly classrooms
- Maintaining and improving their own professional knowledge and skills
- Following the letter and the spirit of Governing Board policies and directives from the Principal
- Cooperating with the Principal, all other employees, parents and community members in their common endeavor to educate Geyserville Elementary School students
- Setting an example of intellectual curiosity, critical thinking, self-motivation and self-discipline for students
- Modeling competence, honesty, personal responsibility and respect for others in every aspect of the job.
- Use discipline models to maintain a positive, encouraging learning environment.
- Implement instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
- Identify, select, and modify instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
- Assist in assessing changing curricular needs and offer plans for improvement.
- Maintain effective and efficient record keeping procedures.
- Provide a positive environment in which students are encouraged to be actively engaged in the learning process.

- Communicate effectively, both orally and in writing, with students, parents, colleagues and other professionals on a regular basis.
- Collaborate with peers to enhance the instructional environment.
- Meet professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating, etc.
- Perform other duties and responsibilities as assigned by their supervisor.

All work responsibilities are subject to having performance goals and/or targets established as part of the annual performance planning process or as the result of organizational planning.

Skills and Qualifications:

- Credential: Valid California Multiple Subject Teaching Credential
- Desire to continue professional development
- Excellent organization skills and an ability to coordinate multiple tasks and activities
- Excellent teamwork skills and an ability to collaborate closely with colleagues, parents, and students
- Excellent work ethic, positive attitude, flexibility and willingness to perform tasks assigned
- Demonstrate ethical behavior and confidentiality of information about students in school environment and community.