

Duty Statement

Teacher

1. Using state and district curriculum: prepare age-appropriate lessons for students that are based upon student readiness; demonstrate high expectations for student accomplishments. (Code 1)
2. Teach the student-learner in the subject matter assigned (multiple subject teachers include language arts, mathematics, social science, science, health, physical education, music, art, and other appropriate lessons; and core or subject matter teacher as assigned). (Code 1)
3. As appropriate to assignment and credential, teach primary language students in their primary language with the overall objective that all students become English language fluent. (Code 1)
4. Utilize a variety of teaching techniques that assure student acquisition of skills and information. Techniques may include the use of technology, math manipulatives, grouping strategies, and others in support of continuous learning. (Code 1)
5. Instruct pupils in citizenship, basic communication skills, and other general elements of the course of study specified in state law and administrative regulations and procedures of the school district. (Code 1)
6. Develop lesson plans and instructional materials for the class including individualized and small group instruction as necessary in order to adapt the curriculum to the needs of each pupil. (Code 1)
7. Support school site standards of student conduct and behavior to achieve quality learning atmospheres in the classroom. (Code 1)
8. Attend and participate in staff meetings, inservice meetings, curriculum development, materials evaluation, or Parent-Teacher Association meetings. (Code 1)
9. Participate with school-level planning and with text or material selection activities. (Code 1)
10. Identify pupil needs and cooperate with other professional staff members in assessing and helping pupils with Medi-Cal health problems. (Code 4, 8)
11. Insure room environment supports the grade level curriculum. (Code 1)
12. Supervise students to assure safe and orderly participation in school related functions. (Code 1)
13. Administer educational assessments in accordance with the district's testing program. (Code 1)

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14. Providing general supervision of staff, including supervision of student teachers or classroom volunteers. (Code 16)
15. Informing children and their families how to effectively access, use, and maintain participation in all health resources under the federal Medi-Cal/Health Families program. (Code 4)
16. Participate in meetings/discussions to coordinate or review a student's needs for health-related services covered by Medi-Cal. (Code 8)
17. Schedule or arrange transportation to Medi-Cal covered health services. (Code 10)
18. Arrange for or provide translation services (oral, written or signing) that assist the individual to access and understand necessary care or treatment covered by Medi-Cal. (Code 12)
19. Work with other agencies, to expand access and to improve collaboration of Medi-Cal covered services. (Code 14)
20. Attend meetings and conferences involving MAA (Medi-Cal) Administration and complete quarterly MAA time surveys. (Code 15)
21. Assist with filling out and/or gathering information for Medi-Cal applications. (Code 6)
22. Diagnose learning disabilities of students on regular basis and make referrals for educational or Medi-Cal services as required. (Codes 1, 3, 4, 7, 8)
23. Make referrals to counselor or principal of pupils who demonstrate severe unsocial behavior patterns and which may require Medi-Cal services. (Codes 3, 4)
24. Maintain positive relationship with all parents through "back-to-school" events, open houses, classroom visitations, conferences, home calls, telephone conversations, written communication and work samples so that parents are aware of their children's school/social/health progress (Codes 1, 3, 4, 7, 8)
25. Maintains accurate, complete and correct records as required by law, District policy and administrative regulations including cumulative record folders, attendance reports, Reports to Parents, etc. (Code 1)
26. Assist in upholding and enforcing school rules, administrative regulations and Board policy. (Code 1)
27. Carry out assigned pupil supervision outside classroom such as yard duty, assemblies, athletic events and extracurricular activities and fire and other emergency drills. (Code 1)

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28. Paid time off including paid lunches, breaks, holidays, jury duty, sick, bereavement or vacation leave. (Code 16)
29. Coordinating, participating in or presenting trainings necessary to clarify site and district policy, procedures or issues related to employees. (Code 16)
30. Reviewing school policies, procedures, or rules. (Code 16)
31. May evaluate employee performance. (Code 16)
32. Completing personal mileage and expense claims. (Code 16)
33. Attending or facilitating school or unit staff meetings, board meetings, or required in-service trainings and events (not related to curriculum, instruction or students) (Code 16)