

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, California

**TEACHER - GRADES 1 THROUGH 2**

**DEFINITION**

Under direction, teach and instruct pupils in Grades 1, and 2, or a combination of the same in academic, social, behavioral, and other related skill areas; plan, develop, organize, and conduct a comprehensive education program for early childhood and primary grade pupils; assist pupils, parents, and others in aiding pupils in adjusting to a structured educational environment; perform other related functions as required.

**EXAMPLES OF DUTIES**

- Teach and instruct pupils in reading, language arts, social studies, mathematics, science, art, health, physical education, and music in a classroom setting.
- Utilize an adopted course of study, program guides, and a variety of other materials in developing lesson planning, and in the development of teaching outlines.
- Pursue a variety of methodology in teaching and instructing pupils, including instruction, demonstration, lecture, activity participation, and using specialized educational equipment, materials, and aids.
- Teach and instruct pupils in citizenship and other subject matter specified by legal mandates, District policies and regulations.
- Prepare, develop and utilize a variety of instructional materials appropriate for the instructional level of pupils within a wide range of mental, physical, and emotional maturity.
- Review, analyze, and evaluate the history, background, and assessment of pupils in designing an educational program to meet specific individual educational needs.
- Provide individual and group instruction designed to enhance the pupils' mental, social, and emotional growth.
- Establish and maintain appropriate standards of student behavior, utilizing a variety of behavior management strategies and techniques, including behavior modification, reinforcement and other positive behavior shaping processes.
- Review, analyze, and evaluate academic and social growth, and records appropriate analyses and perceptions.
- Prepare progress reports to parents and others concerning pupil academic and social growth.
- Prepare, administer, score, and record results of a variety of criterion referenced and standardized tests in evaluating pupil progress.
- Counsel, confer, and communicate with parents, regarding pupil progress, and to interpret the educational program.
- Assist and cooperate with school and District personnel in assessing pupil needs, in the development of alternative solutions to individual educational planning, and in the adapting of curriculum offerings to meet individual educational needs.
- Plan, create, and maintain an effective learning environment through the utilization of functional and aesthetically attractive displays, exhibits, bulletin boards, interest, learning, and activity centers.

**EXAMPLES OF DUTIES (continued)**

- Select and requisition appropriate educational supplies, materials, books, equipment, and learning aids.
- Establish and maintain a suitable room environment through the proper control of heating, lighting, and ventilation.
- Perform non-instructional duties, including curriculum and instruction development, student supervision, and advisory and consultation activities.
- Conduct a variety of learning experiences to effectively utilize time available for instruction.

**QUALIFICATIONS**

**Knowledge of:**

Principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of primary grade pupils; child growth and development and behavior characteristics of the primary grade child; educational curriculum and instructional goals and objectives, and the educational trends and research findings pertaining to early childhood educational programming; behavior management and behavior shaping strategies, techniques and methods, and conflict resolution procedures; socio-economic and cultural background differences of the general school population.

**Ability to:**

Plan, organize, develop, and conduct a comprehensive teaching and instruction program for pupils in Grades 1 and 2 or a combination of these grades; provide effective learning experiences for pupils from a wide range of socio-economic and cultural backgrounds and with varying mental, social, and emotional levels; effectively assess the educational needs of pupils, and design, develop, and implement sound individualized educational plans; provide an attractive, inviting, and stimulating learning environment; perform research and development activities pertaining to Grades 1 and 2 curriculum and instruction programs, pilot projects, and innovative programs designed to enhance pupil educational opportunities and experiences; comply with the District's customer service standards, as outlined in Board Policy.

**Experience:**

Successful completion of student teaching at a recognized college or university or two years of regular full time elementary classroom teaching experience, preferably including one year in a primary grade setting.

**Education:**

Possession of a Baccalaureate or higher degree with emphasis in elementary education, instructional technology, a subject matter field commonly taught in the elementary grades, or closely related field areas.

**Certification Requirement**

Possession of a California credential authorizing service as a teacher of primary grade pupils.