

## **Sacramento Valley Charter School**

### **JOB DESCRIPTION:**

#### **MIDDLE SCHOOL TEACHER:**

##### **Single Subject: English, Math, Social Science, Science**

*(The Specific Single Subject Area TBD by Candidate's Background & Needs of School)*

*(Placement on the salary schedule is based on verified years of teaching)*

**JOB SUMMARY:** Under the direction and supervision of the principal, the classroom teacher promotes and facilitates student academic success, interpersonal skills, and social and emotional well-being by implementing the Sacramento Valley Charter School approved curriculum, and adhering to the goals, values and priorities established by the school; documents student progress; participates in continuous professional growth and development; provides feedback to students, their families, and designated staff regarding student progress; maintains the highest standards of integrity and professionalism as an employee of Sacramento Valley Charter School.

#### **ESSENTIAL DUTIES:**

- Effective classroom management
- Administer school-based assessments, as well as teacher-designed assessments to track student progress
- Implementation of research-based pedagogy
- Implementation of school-approved curriculum
- Record and report student progress
- Differentiation of Instruction
- Meet the needs of a diverse population of students, including English learners, students with disabilities, unhoused children, students with 504 plans, and other diverse groups
- Provide individual, whole groups, and small group instruction
- Create weekly lesson plans, and make available to administrators as requested
- Maintain, a safe, orderly, well organized classroom environment
- Create a safe, positive classroom environment where children can thrive and grow
- Use information about individual students' academic strengths, needs, and progress in planning.
- Design activities to engage students in cognitively challenging work aligned to standards
- Submit weekly lesson plans per the Principal's directive
- Create comprehensive projects, chapter and/or unit tests, as well as common periodic assessments and other classroom formative assessments
- Follow the guidelines established to monitor student attendance
- Use resources that will promote high levels of learning and student engagement in the classroom environment
- Work effectively with students, parents, staff members, and community representatives in providing a rigorous educational program
- Participate and contribute in grade-level meetings designed to develop, monitor and evaluate the effectiveness of the curriculum

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- c, Closely monitor student learning in order to understand how students are progressing toward the learning objectives and provide students with instructive and timely feedback that will move their learning forward
- Establish a classroom environment that is safe and supportive, where risk-taking is encouraged and students feel free to contribute their ideas

**QUALIFICATIONS:**

- a) Bachelor's degree or equivalent from an accredited college or university
- b) California Single Subject Teaching Credential in English, Math, Social Science, or Science **(TBD)** from an accredited college, university or teacher preparation program
- c) Ability to pass TB and Fingerprint clearance
- d) CPR certificate (or enroll in CPR course immediately upon hire)

*Sacramento Valley Charter School is an equal opportunity employer. It is the policy of SVCS to afford equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship, status, medical condition, or any other legally protected status.*

## **Sacramento Valley Charter School**

### **JOB DESCRIPTION: TK – 5<sup>th</sup> Grade Classroom Teacher**

#### **JOB SUMMARY:**

Under the supervision of the principal, the classroom teacher promotes and facilitates student academic success, interpersonal skills, and social and emotional well-being by implementing the Sacramento Valley Charter School approved curriculum, and adhering to the goals, values and priorities established by the school; documents student progress; participates in continuous professional growth and development; provides feedback to students, their families, and designated staff regarding student progress; maintains the highest standards of integrity and professionalism as an employee of Sacramento Valley Charter School.

#### **ESSENTIAL DUTIES:**

- Effective classroom management
- Administer school-based assessments, as well as teacher-designed assessments to track student progress
- Implementation of research-based pedagogy
- Implementation of school-approved curriculum
- Record and report student progress
- Differentiation of Instruction
- Meet the needs of a diverse population of students, including English learners, students with disabilities, unhoused children, students with 504 plans, and other diverse groups.
- Provide individual, whole groups, and small group instruction
- Create weekly lesson plans, and make available to administrators as requested
- Maintain, a safe, orderly, well organized classroom environment.
- Create a safe, positive classroom environment where children can thrive and grow.

#### **QUALIFICATIONS:**

- a) Bachelor's degree or equivalent from an accredited college or university.
- b) Valid multi-subject California Teaching Credential from an accredited college, university or teacher preparation program
- c) Ability to pass TB and Fingerprint clearance
- d) CPR certificate (or enroll in CPR course immediately upon hire)

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## **Sacramento Valley Charter School**

### **JOB DESCRIPTION: STUDENT LANGUAGE INTERPRETER (TEMPORARY)**

**\$20.00 per hour; hours and days as deemed necessary**

(not to exceed 6.25 hours/day, not to exceed 175 days/school year)

**JOB SUMMARY:** Under the direction, guidance and supervision of the assigned certificated teacher(s), the Student Language Interpreter will assist the certificated teacher(s) by communicating with the non-English-speaking student to support the certificated teacher in the maintenance an effective learning environment, for the well-being of the student. The Student Language Interpreter will perform clerical duties as assigned. Employees in this classification require a high degree of positive contact and communication with students, parents, administrators, and other school staff, and are expected to maintain the highest levels of ethical conduct and professionalism. The Student Language Interpreter reports directly to the assigned certificated teacher(s).

**SUPERVISOR:** Principal and Assigned Certificated Teacher

#### **ESSENTIAL DUTIES:**

- Interpreter provides translation between English-speaking teacher(s), staff and students and a non-English-speaking student or students.
- Assists teacher in effective communication with individual or small groups of students in various learning situations, including basic academic areas subject areas;
- Assists teacher in explaining the lessons and instructions to the student(s).
- Under the guidance and direction of the teacher, assists in supervising students to maintain an effective learning environment, communicating behavioral concerns observed to the teacher.
- Provides positive feedback to the student(s) regarding instructional and behavioral achievements.
- Supervises student(s) on the playground to ensure safety and enforcement of school rules.
- Assists in maintaining a safe, well organized, neat, hygienic classroom environment, including organizing equipment and materials and sanitizing work surfaces at the end of each day.
- Maintains safety and security of the instructional environment through close observation and monitoring of student(s), maintaining optimal physical proximity, remaining alert at all times, and using analytical forethought to anticipate potentially volatile or unsafe situations to proactively intervene.
- Provides appropriate crisis intervention as necessary using the least restrictive method by anticipating and responding quickly to escalating behaviors, utilizing appropriate de-escalation techniques to diffuse the situation, correctly prioritizing safety concerns, following proper physical restraint techniques, and displaying neutral emotions.

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- Assists with the planning and preparation of educational materials and activities, maintaining the individual student data binder and communication devices/books with translation and/or interpretation.
- Provides insight, feedback and communication with the teacher regarding the assigned student(s) understanding of daily concepts and learning.
- Monitors and assists student(s) during their use of Chromebooks and other school-assigned technology
- As directed by the teacher, communicate school-related information to parents such as meeting scheduling, appointment scheduling, and to verify/obtain information.
- Monitors and supervises student(s) during lunch recess, field trips, etc. as assigned
- Supervises students on the playground to ensure safety and enforcement of school rules
- Provides emotional support, problem-solving strategies, and general guidance to student(s)
- Escorts student(s) to and from classroom, playground, cafeteria, other scheduled classes, and during arrival and dismissal.
- Performs basic first aid in accordance with SVCS guidelines and policies
- Maintains confidentiality of student records
- Serves as an appropriate role model for SVCS students, staff, and families.
- Meets school and regulatory training requirements by attending all mandatory meetings and training sessions as required.
- Participates as a team member and promotes a positive work environment by demonstrating cooperation, compromise, appropriate expression of opinion, and by treating others with consideration, courtesy, and respect.
- Performs related duties as assigned.

This job description is not a complete statement of essential functions, responsibilities, or requirements, but are representative of the minimum level of knowledge, skill and abilities needed. The principal retains the discretion to add or change typical duties or a position at any time.

#### **KNOWLEDGE OF:**

- Child guidance principles and practices, especially as they relate to English Language learners.
- Basic academic subject matter understanding for the assigned grade level
- Instructional materials and techniques
- Safe practices in a classroom environment
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Reading, writing, and oral communication skills in English
- Record keeping techniques
- Basic clerical practices and procedures

#### **ABILITY TO:**



- Work with students one-on-one and in groups
- Under the direction of the teacher, schedule and coordinate activities
- Gather and collect student data
- Prepare and maintain accurate student records
- Prepare documents following prescribed formats as directed by certificated teacher
- Use basic, job-related equipment
- Present information to parents as directed by the certificated teacher
- Assist with problem solving by following the lead and direction of the teacher
- Learn methods, procedures, and functions of assigned duties

#### **QUALIFICATIONS:**

- 1) Applicable language and English-speaking proficiency with at least 2 years' experience interpreting between the student's language and English.
- 2) Demonstrated ability to collaborate effectively in a team setting.
- 3) High school diploma or the equivalent
- 4) Prior experience working with children in an education and/or classroom setting highly desirable.
- 5) Ability to pass TB Test and Fingerprint Clearance

#### **WORKING CONDITIONS AND OTHER INFORMATION:**

##### **ENVIRONMENT:**

- School environment
- Classroom, play areas, playground, cafeteria, buses during field trips, hallways, multipurpose room, other classroom spaces
- Constant interruptions
- Possible interactions with dissatisfied, hostile, or irate individuals

**PHYSICAL DEMANDS:** The usual and customary methods of performing the job's functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

- Walking and/or running across campus when necessary
- Pushing and pulling; reaching above/at shoulder; climbing; balancing; crawling, grasping firmly; fine manipulation; twisting back; stooping; bending; crouching; kneeling.
- Ability to hear alarms, respond to students' needs and emergencies
- Dexterity of hands and fingers to operate a computer keyboard
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids
- Speak so that others can understand at normal levels and on the telephone
- Sitting or standing for extended periods of time
- Lift and/or carry up to 25 lbs. at waist height for short distances
- See and read a computer screen and printed matter without vision aids, and to observe students.
- Vision ability to see near, distant, depth-wise, and peripherally.

- Seeing to read a variety of materials
- Bending at the waist, kneeling, or crouching to reach materials and work with students

**HAZARDS:**

- Employees may encounter disruptive students and/or dissatisfied or abusive individuals
- Employees may inadvertently come into contact with a student's bodily secretions, bodily fluids, urine, fecal matter, blood, infectious agents, or offensive odors. If exposed, appropriate measures must be taken as per SVCS Employee Vector Training and OSHA guidelines
- Variations in indoor and outdoor temperatures

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