

## Position Description

### Ventura Charter School of Arts and Global Education

**Title:** Teacher

**Classification:** Certificated

**Job Class Code:** To be Assigned

**Credential Required:** Multiple Subject  
CLAD or BCLAD Certification

**Reports to:** Director of Education

**Work Year:** 186 days

**Board Ratified:** August 21, 2006

**Salary:** To be determined from Salary Schedule

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#### **REPRESENTATIVE DUTIES:**

(Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

- Carry out mission, vision, and values established by the charter petition and Board of Directors.
- Ensure implementation of curriculum to nurture and stimulate the social, emotional, cognitive and cultural needs of the children as outlined in the charter petition.
- Keep necessary attendance records, up to date emergency forms, curriculum plans, individual student profiles and other records as needed.
- Develop short and long term goals for individual child and overall group.
- Attend staff meetings and professional development as needed or assigned.
- Conduct classroom and parent meetings.
- Implement programs that encourage parent involvement and development.
- Communicate with parents on child development issues, policies, or other concerns related to their child.
- Ensure health, hygiene, safety, and overall well being of children at all times.
- Completion of authentic assessments of children on an on-going basis.
- Prepare an individualized plan for each child based on assessments and observations.
- Confer with each parent to discuss his/her child's growth and development.
- Maintain confidentiality of records and information of staff and families.
- Perform other duties as necessary for the success of the program.

#### **LICENSES AND OTHER REQUIREMENTS:**

**Bachelor's Degree**

**A valid California Multiple Subject Teaching Credential**

**CLAD or BCLAD Certification**

## **KNOWLEDGE/ SKILLS, AND ABILITIES:**

### Knowledge/Skills:

- Have background, knowledge, experience, and/or expertise in progressive/constructivist education methodologies;
- Be aware of the cognitive, social and physical needs of children.
- Be skilled at using project-based, structured cooperative learning strategies; integrated thematic units; multicultural education; conflict resolution; and an affective teaching approach;
- Be knowledgeable about, and philosophically aligned with, constructivist learning strategies—particularly the work of Dewey, Piaget, Glasser, and Gardner’s Multiple Intelligence Theory;
- Have demonstrated positive classroom management strategies that emphasize intrinsic rather than extrinsic rewards;
- Have an understanding of global and environmental studies, and an ability to integrate them into the curriculum.

### Ability To:

- Work collaboratively with parents, find creative, authentic and meaningful roles for parents and other volunteers in the classroom and community;
- Be open to the concept of community as classroom;
- Show enthusiasm for and demonstrated ability to work collaboratively with other teachers at classroom and school levels;
- Participate in professional development opportunities, and to engage in continuous reflection on the goals and methods of education;
- Work beyond the parameters of a regular school day to assure the success of the program;
- Demonstrate a disposition for energy, compassion and joy for teaching and learning;
- Nurture respectful relationships with parents and children and be sensitive to the cultural and socioeconomic characteristics of families.

## **SAMPLE PHYSICAL REQUIREMENTS:**

Teachers must be able to perform the following essential functions:

- Observe, see, hear, and respond to children’s needs, emergencies and conflicts that may occur at school.
- Reach a child 20 to 30 feet away within 30 seconds without endangering teacher’s health.
- Crouch to a child’s height, maintain eye contact at the child’s level, sit on the floor, and be able to stand on feet for long periods of time.
- Handle the responsibilities and routine stress often associated with being a teacher of young children.
- Communicate verbally and writing in English to the degree satisfactorily that child, parents, and other staff members are able to understand and respond.

Reasonable accommodations may be made to enable qualified individuals with disabilities.

### **Special Requirements**

TB test clearance to be renewed every two years.

Fingerprint clearance from the California Department of Justice