



RIALTO UNIFIED SCHOOL DISTRICT

Teacher-in-Training

Job Description

DEFINITION

Under the direction of the site administrator or designee the teacher-in-training is an hourly/daily employee that will be assigned to a school site. The teacher-in-training is expected to fulfill all functions of a teacher in a satisfactory manner. The teacher-in-training must be enrolled in a college/university teacher credential program or hold a teaching credential.

ESSENTIAL DUTIES

- Responsible for continuous supervision of students in the classroom.
- Follow lesson plans effectively.
- Responsible for student academic growth and development in meeting student academic needs by providing appropriate and approved instruction.
- Demonstrate sensitivity to various family and cultural patterns in planning and monitoring classroom activities.
- Maintain attractiveness and cleanliness of room environment.
- Work cooperatively and collaborative with District staff, support personnel, site level staff, and parents to provide effective learning activities for students.
- Attend staff meetings, Back-to-School functions, parent/teacher conferences, workshops, district trainings, etc.
- May work with small groups of students to provide intervention services.
- Supervise pupils in out-of-classroom activities during assigned work-time, and accept responsibility for maintaining behavior standards school-wide.
- Maintain standards of pupil behavior needed to achieve a desirable safe learning environment in and out of the classroom.
- Provide a classroom climate and learning experience that supports the emotional, physical, social, and mental development of the student.
- Follow all district handbook guidelines and site level regulations/procedures.
- Assist regular certificated personnel as needed.
- Act as a roving substitute to cover classrooms as assigned or directed.
- May be required to perform period supervision, or cover vacant assignments as needed during the instructional day.

QUALIFICATIONS

Knowledge of and ability to:

- Read, write, and speak English fluently.
- Plan, prepare, follow, and present lessons effectively.
- Maintain a climate conducive to student learning.
- Maintain classroom discipline and apply classroom management strategies.
- Develop and maintain open channels of communication between students and staff.
- Keep records that meet the needs of the students and teachers.
- Adhere to school and District policies and guidelines.

Experience and Education:

- Possession of bachelor's degree from an accredited college or university, and
- Eligible for a substitute teacher permit and enrolled in a college/university teacher credential program; or
- Valid California teaching credential

SALARY:

Teacher-in-Training pay is \$250 per day. The Teacher-in-Training will work a professional day and is expected to attend all staff meetings and school site events.

PHYSICAL DEMANDS

Physical class:

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

Work area requirements:

Regular classroom, in the common areas, parking lot, bus stop areas and possibly field trips. Ability to use common school hand tools, computer, telephone and photocopy machine. Ability to transverse any part of a 50 acre campus which would include asphalt, sidewalks, grass on playgrounds, dirt, and bus areas.

Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours
Frequently/Medium - 3 to 6 hours
Constantly/High - 6 to 8 hours

Stooping:	Occasionally	Carrying:	Frequently
Bending:	Occasionally	Standing:	0-30 minutes to 1 hour
Lifting:	Occasionally	Kneeling:	Not required
Reaching:	Occasionally	Sitting:	0 or may sit 60 minutes a day
Handling:	Frequently	*Driving:	Occasionally
Crouching:	Occasionally	Walking:	Frequently - up to 4 ½ hours a day
Grasping:	Frequently	Push/Pull:	Occasionally
Fingering:	Occasionally		

****Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.***

Frequent motion:

Twisting:	Occasionally	Forward shoulder/neck flexion:	Yes - Occasionally
Wrist flexion:	Frequently	Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally	Reaching below shoulder level:	Constantly
Reaching to above shoulder level:	Yes - Occasionally to put up classroom decorations		

Sensory requirements:

Ability to see:	Constantly	Ability to hear:	Constantly
Ability to talk:	Constantly	Ability to smell:	Constantly
Ability to touch:	Constantly		

Must be able to deal with these environmental considerations:

Odor:	Not required	Heat:	Must be able to work outside
Humidity:	Yes, occasionally	Noise:	Must be able to work around "productive noise"
Moisture:	Occasionally	Fluorescent lights:	Constantly
Working inside:	95% of the day	P.E. assignment:	80% working outside
Working outside:	5% of the day	P.E. assignment:	20% working inside
Floor may be slippery at times:	Yes		
Working in close quarters with others:	Yes, all day long		

This job requires:

Alertness:	Constantly	Recall of names and dates:	Yes
Attention to detail:	Constantly	The use of two hands:	Constantly
Ability to work in temperatures down to 40 degrees and up to 110 degrees:	Yes		

Ability to deal with psychological factors:

Team work:	Yes	Must keep up with schedule:	High
Frustration:	Medium	Able to work overtime as needed:	Yes
Repetitive tasks:	Yes	Dealing with angry parents, students:	Yes
Level of responsibility:	High	Must be able to keep on a stringent time frame:	Yes
Be able to keep the interest of the child:	Yes	Go from one activity to another;	Yes

Physiological Factors:

Must maintain a high level of consciousness:	Yes	Ability to comprehend and follow directions:	Yes
Orientation to time, place or person:	Yes	Able to keep up a high activity level during the shift:	Yes
Ability to read at 12 th grade level:	Yes		