

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
ELEMENTARY TEACHER

Job Purpose

Teaches self-contained classes in kindergarten through grade six in elementary schools, and/or core classes in grades six through eight in middle schools, and other classes for which appropriately credentialed.

Responsible to

School Principal or designee

Subordinates

Classified and unclassified personnel as assigned

Functions

Essential Functions

1. Teaches self-contained classes in kindergarten through grade six in elementary schools, and/or core classes in grades six through eight in middle schools, and other classes for which appropriately credentialed, in accordance with the requirements of approved courses of study and at a rate and level commensurate with established expected student progress expectations, using adopted textbooks and other instructional materials authorized for such courses.
2. Uses information about individual students' academic strengths, needs, and progress in planning.
3. Designs activities to engage students in cognitively challenging work aligned to standards.
4. Uses resources that will promote high levels of learning and student engagement in the classroom environment.
5. Supports and cooperates with colleagues in order to promote a professional school culture.
6. Closely monitors student learning in order to understand how students are progressing toward the learning objectives and provides students with instructive and timely feedback that will move their learning forward.
7. Establishes a classroom environment that is safe and supportive, risk-taking is encouraged, students feel free to contribute their ideas, and teacher and student interactions are respectful and polite to promote a positive learning environment for all students.
8. Provides clear behavior expectations for students and monitors student behavior throughout the class and school campus.
9. Initiates or participates in Individualized Education Plan (IEP) meetings with administrators, faculty, parents, and other parties involved to develop an IEP for eligible students.
10. Utilizes District approved behavior modification techniques to implement the IEP goals and continually monitors student progress toward IEP goal achievement.
11. Follows established policies and procedures for reporting incidents (e.g., child abuse, substance abuse, harassment, and violence).
12. Communicates with families to create a partnership around student learning by providing information about the instructional program and the progress of their child(ren).
13. Reflects on practice and student work to determine what went well and what changes could improve instruction and uses reflection to inform future instruction.
14. Evaluates the performance of subordinate personnel.

Other Functions

1. During periods of critical personnel shortage or other emergency situations, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent which are registered with the Office of the Los Angeles County Superintendent of Schools and which are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties in accordance with the District-UTLA Agreement and as assigned.

Qualifications

Education

1. An earned bachelor's degree from an accredited college or university.
2. NCLB compliance in multiple subjects.

Credential

1. A California credential or credential combination authorizing teaching service in the area and at the level of this class description must be in force and on file in the Office of the Los Angeles County Superintendent of School.
2. English Learner Authorization

Bilingual Competency and/or Certification

Teachers in bilingual positions perform the same teaching duties as those in the Elementary Teacher class, but the bilingual counterparts must hold state bilingual certification. Certification documents that meet statutory certification requirements must be in force and on file in the District's Credentialing Unit.

Knowledge, Skills, Abilities, and Personal Characteristics

1. Thorough knowledge of and ability to conduct and implement a cognitively challenging instructional program as required by a District approved course of study.
2. Ability to differentiate instruction to meet diverse student learning needs.
3. Ability to cooperate with the school faculty and administration in the development of a coherent program of instruction.
4. Ability to work effectively with students, parents, staff members, and community representatives in providing a rigorous educational program.
5. Thorough knowledge of content and pedagogy necessary for effective instruction; enthusiasm for, and imagination and creativity in teaching the necessary skills for academic success; and commitment to the education of all students.
6. Understanding of the physical, intellectual, social, and emotional developmental growth patterns of students.
7. Ability to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
8. Ability to communicate effectively including giving clear concise instructions, using academic language, and appropriate level of delivery, and listening without bias and providing appropriate feedback/reinforcement.
9. Ability to compose and comprehend written communication.
10. Ability to properly use and to care for the materials, supplies, and equipment employed in teaching.
11. Appropriate personal appearance, cleanliness, and manner.
12. Poise, tact, and good judgment, and commitment to the education of all students.

Health

Physical and mental fitness to engage in teaching service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education to Education Code Section 49406.

NOTE: This is a Preparation Salary (T) or (L) Table classification.

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

PRO

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
SECONDARY TEACHER

Job Purpose

Teaches specific subjects in departmentalized classes in middle and secondary schools, and other grades for which appropriately authorized.

Responsible to

School Principal or designee

Subordinates

Classified and unclassified personnel as assigned

Functions

Essential Functions

1. Teaches classes in middle and secondary schools, and other grades for which appropriately authorized, in accordance with the requirements of approved courses of study and at a rate and level commensurate with established expected student progress expectations, using adopted textbooks and other instructional materials authorized for such courses.
2. Uses information about individual students' academic strengths, needs, and progress in planning.
3. Designs activities to engage students in cognitively challenging work aligned to standards
4. Uses resources that will promote high levels of learning and student engagement in the classroom environment.
5. Closely monitors student learning in order to understand how students are progressing toward the learning objectives and provides students with instructive and timely feedback that will move their learning forward.
6. Establishes a classroom environment that is safe and supportive, risk-taking is encouraged, students feel free to contribute their ideas, and teacher and student interactions are respectful and polite to promote a positive learning environment for all students.
7. Provides clear behavior expectations for students and monitors student behavior throughout the class and school campus.
8. Initiates or participates in Individualized Education Plan (IEP) meetings with administrators, faculty, parents, and other parties involved to develop and IEP for eligible students.
9. Utilizes District approved behavior modification techniques to implement the IEP goals and continually monitors student progress toward IEP goal achievement.
10. Follows established policies and procedures for reporting incidents (e.g., child abuse, substance abuse, harassment, and violence).
11. Communicates with families to create a partnership around student learning by providing information about the instructional program and the progress of their child(ren).
12. Reflects on practice and student work to determine what went well and what changes could improve instruction and uses reflection to inform future instruction.
13. Evaluates the performance of subordinate personnel.

Other Functions

1. During periods of critical personnel shortage or other emergency situations, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent which are registered with the Office of the Los Angeles County Superintendent of Schools and which are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties in accordance with the District-UTLA Agreement and as assigned.

Qualifications

Education

1. An earned bachelor's degree from an accredited college or university.
3. NCLB compliance in single subjects.

Credential

1. A California credential or credential combination authorizing teaching service in the area and at the level of this class description must be in force and on file in the Office of the Los Angeles County Superintendent of School.
2. English Learner Authorization

Bilingual Competency and/or Certification

Teachers in bilingual positions perform the same teaching duties as those in the Secondary Teacher class, but the bilingual counterparts must hold state bilingual certification. Certification documents that meet statutory certification requirements must be in force and on file in the District's Credentialing Unit.

Knowledge, Skills, Abilities, and Personal Characteristics

1. Thorough knowledge of and ability to conduct and implement a cognitively challenging instructional program as required by a District approved course of study.
2. Ability to differentiate instruction to meet diverse student learning needs.
3. Ability to cooperate with the school faculty and administration in the development of a coherent program of instruction.
4. Ability to work effectively with students, parents, staff members, and community representatives in providing a rigorous educational program.
5. Thorough knowledge of content and pedagogy necessary for effective instruction; enthusiasm for, and imagination and creativity in teaching the necessary skills for academic success; and commitment to the education of all students.
6. Understanding of the physical, intellectual, social, and emotional developmental growth patterns of students.
7. Ability to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
8. Ability to communicate effectively including giving clear concise instructions, using academic language, and appropriate level of delivery, and listening without bias and providing appropriate feedback/reinforcement.
9. Ability to compose and comprehend written communication.
10. Ability to properly use and to care for the materials, supplies, and equipment employed in teaching.
11. Appropriate personal appearance, cleanliness, and manner.
12. Poise, tact, and good judgment, and commitment to the education of all students.

Health

Physical and mental fitness to engage in teaching service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

NOTE: This is a Preparation Salary (T) or (L) Table classification.

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LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
SPECIAL EDUCATION TEACHER

Job Purpose

Provide instruction and support in a variety of settings according to District approved courses of study and curriculum, at a rate and level commensurate with established student expectancies and goals.

Responsible To

School Principal/supervisor or designee of the school/office to which assigned for administrative direction
Program personnel within the Division of Special Education for technical direction

Subordinates

Classified and unclassified personnel as assigned

Functions

Essential Functions

1. Serves as a teacher in one of the following areas of specialization that includes Mild/Moderate Disabilities (M/M), Moderate/Severe Disabilities (M/S), Deaf and Hard of Hearing (DHH), Visual Impairments (VI), Physical and Health Impairments (PHI), and Early Childhood Special Education (ECSE), providing instruction according to District approved courses of study and curriculum, at a rate and level commensurate with established student expectancies and Individualized Education Plan (IEP) goals and objectives.
2. Uses information about individual students' academic strengths and needs in planning.
3. Designs activities to engage students in cognitively challenging work aligned to standards.
4. Establishes a classroom environment that is safe and supportive, risk-taking is encouraged, students feel free to contribute their ideas, and teacher and student interactions are respectful and polite to promote a positive learning environment for all students.
5. Initiates or participates in IEP meetings with administrators, faculty, parents, and other parties involved to develop an IEP for eligible students.
6. Utilizes District approved behavior modification techniques to implement the IEP goals and continually monitors student progress toward IEP goal achievement.
7. Lifts, maneuvers, and positions students into and out of assistive and/or ambulatory devices to meet the requirements of the IEP.
8. Attends to the basic needs of the students, such as feeding, cleaning, toileting, and diapering to meet the requirements of the IEP.
9. Generates, organizes, and maintains the appropriate IEP records and other related due process documents for students served, referred, or assessed.
10. Provides clear behavior expectations for students and monitors student behavior throughout the class and school campus.
11. Follows established policies and procedures for reporting incidents (e.g., child abuse, substance abuse, harassment, and violence).
12. Communicates with families to create a partnership around student learning by providing information about the instructional program and the progress of their child(ren); advocates the special needs of the students with the school and community.
13. Reflects on practice and student work to determine what went well and what changes could improve instruction and uses reflection to inform future instruction.
14. Evaluates the performance of subordinate personnel.

Other Functions

1. During periods of critical shortage or other emergency situation shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties in accordance with the District-UTLA Agreement and as assigned.

Qualifications

Education

An earned bachelor's degree from an accredited college or university.

Credential

1. An Education Specialist credential or equivalent or combination of credentials authorizing service in a specific disability and at the level of this class description, must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.
2. English Learner Authorization.
3. "No Child Left Behind" (NCLB) compliance in each core academic subject taught.

Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of the fundamental principles and accepted practices, current trends, literature, and research in special education.
2. Ability to plan, organize, prioritize, and manage time.
3. Positive attitude towards students, learning, and teaching.
4. Effective communication skills including giving clear concise instructions, using correct terminology and appropriate level of delivery, listening without bias, and providing appropriate feedback reinforcement.
5. Knowledge of teaching strategies and classroom management.
6. Ability to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
7. Knowledge of effective methods for safely maneuvering, lifting, and/or transporting disabled or injured students.
8. Ability to communicate effectively with students, parents, peers, administrators, and other District personnel, both individually and as a group.
9. Ability to observe and evaluate student activities.
10. Ability to compose and comprehend written communication.
11. Ability to cope with crisis situations.
12. Ability to cope with multiple tasks.
13. Mobility to work at a multilevel site.
14. Ability to travel to other sites/locations.
15. Knowledge of computer-based programs and appropriate technological skills.

Special Physical Demands

1. Ability to safely lift, maneuver, and position students, with or without aid, when feeding, mobilizing, cleaning, and/or toileting.
2. Ability to properly use and manipulate equipment designed to support and/or transport a disabled or injured student.
3. Ability to appropriately and safely lift and/or transport, with or without aid, or otherwise support a disabled or injured student.
4. Mobility to traverse all areas of the work site.

Health

Physical and mental fitness to engage in teaching service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

Special Requirements:

Annual Blood Borne Pathogen training (new employees must complete prior to employment).

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