



# Sunrise Community Center School

## Title: Teacher (Pre-K, Kindergarten, 1st Grade)

### **JOB GOAL:**

To create a friendly, engaging, and creative classroom that promotes a curriculum that teaches 21st Century skills of communication, collaboration, problem-solving, and analysis; to provide an exceptional learning experience through appropriate activities of cognitive, physical, emotional, creative, health, and nutrition education; to build and establish good relationships with students, parents, and other staff members. In addition, to provide various teaching roles to improve student achievement.

### **QUALIFICATIONS:**

Bachelor's Degree from an accredited college or university preferably in teacher education  
Ability to work with students who are experiencing difficulty in reading, ELA or math  
Ability to work with children of diverse ethnic, racial, cultural, educational, and economic backgrounds  
Previous teaching experience  
Work authorization to work in the US through citizenship, Green Card, or Work Permit  
Preferably California credential or a permit authorizing service in the area of assignment  
Excellent oral and written communication & presentation skills  
Genuine appreciation of children. High level of motivation, enthusiasm, flexibility, adaptability & resilience

### **PERFORMANCE RESPONSIBILITIES:**

1. In cooperation with principal and other staff members, plans instructional objectives for the assigned grade level and subject area consistent with the school's educational goals and the California State Standards
2. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of students; participates with staff in establishing and maintaining effective learning climate within the school; develops reasonable and specific rules of classroom behavior and procedure and maintains order in the classroom in a fair and just manner
3. Analyzes learning capacity of students and provides for their needs
4. Guides learning process toward the achievement of curriculum goals and establish clear performance objectives for all lessons, units, projects, and the like to communicate these objectives
5. Employs instructional methods and materials that are most appropriate for meeting stated objectives and appropriate for the maturity and interests of students
6. Assesses accomplishments of students regularly and provides progress reports as required; confers with colleagues, students, and parents regarding pupil progress as needed
7. Diagnoses learning disabilities of students regularly and makes referrals as required
8. Maintains a positive relationship with all parents through "back-to-school" events, open houses, classroom visitations, conferences, home calls, telephone conversations, written communication, and work samples so that parents are aware of their children's school progress and adjustment
9. Maintains accurate, complete, and correct records as required by law, district policy, administrative regulations, including cumulative record folders, attendance reports, and reports to parents
10. Takes all necessary and reasonable precautions in care and use of instructional materials and equipment and shares in the responsibility for maintenance of safe and attractive buildings and grounds
11. Assists in upholding and enforcing school rules, administrative regulations, and Board policy
12. Carries out assigned pupil supervision outside the classroom such as yard duty, assemblies, athletic events, and extracurricular activities, and fire and other emergency drills

13. Attends and participates in staff meetings, in-service training, professional development, curriculum development, materials evaluation, Parent-Teacher-Staff Association
14. Coordinates activities of teacher aides and volunteers as assigned
15. Works with identified students and may be part of the deployment, in-class instruction, or small group pull-out
16. Works cooperatively with teachers and site support staff to provide a comprehensive instructional program for students
17. Ability to be flexible and work independently, self-starter
18. Demonstrate effective strategies and teaching techniques
19. Assist in the preparation of curriculum guides and manuals as requested
20. Provides a wide variety of instructional resources related to children's needs
21. Coordinates materials for individualized instruction
22. Plan, prepare, and deliver lesson plans
23. Empower children to become or prepare to be independent learners, not relying on the teacher as the only source of information
24. Encourage students to be critical thinkers by involving them actively in pursuing open-ended and relevant units of inquiry
25. Maintain a supportive climate for the needs of native and second language learners
26. Use formative and summative assessment information to plan progression for differing needs of learners in the class
27. Engage children in the co-construction of their learning progression: What have I learned? Why am I learning it? How do I learn best?
28. Seamlessly integrate Islamic values and knowledge in daily teaching and learning across all content areas of the curriculum
29. Create and maintain a positive, supportive climate where individual contributions are valued through positive teacher-student interactions, student-student interactions, and an instructional environment that promotes positive expectations and high academic achievement
30. Organize and manage classroom procedures effectively, including transitions, structural grouping, utilizing materials and supplies, and receiving students from other classes
31. Manage students' behavior effectively in a positive, constructive manner through establishing clear expectations, monitoring, and responding in a manner that is effective and sensitive to the students' needs
32. Employ and integrate technology as a tool to improve learning and incorporate "soft" skills into the curriculum, such as thinking, reflection, time management, organization, and perseverance
33. Prepare and present informative reports to parents and other stakeholders as required
34. Involve parents in their children's learning through 3-way conferencing, student-led conferencing, and regular parent-teacher dialogue
35. Actively engage in professional development to improve teaching strategies
36. Participates in co-curricular and extracurricular activities and in residential excursions and field trips as required to enhance the school experience for learners
37. This job description is not an exhaustive list of duties and responsibilities

**Please submit your Resume & Letter of Interest by 7/4/21 to [jobs.sunrise.community@gmail.com](mailto:jobs.sunrise.community@gmail.com)**