



Mendocino K8 School

Kim Humrichouse, Principal

44261 Little Lake Rd, P.O. Box 226
Mendocino, CA 95460
Phone: (707) 937-0564
Fax: (707) 937-1538

Transitional Kindergarten Teacher

Work Days: 185

EDUCATION AND EXPERIENCE:

- California Multiple Subject Teaching Credential with English Learner Certification; AND
- Valid Child Development Teacher Permit or higher; OR
- 24 Semester units Early Childhood or Child Development units

PRIMARY FUNCTION:

Under the general supervision of the site administrator, the teacher provides an educational program and environment that promotes learning and personal growth for students.

AREAS OF RESPONSIBILITY:

- Implements the mission, vision, goals, and objectives of Mendocino K8 School and MUSD,
- Develops and implements a plan of instruction with instructional materials consistent with the curriculum objectives for the grade level and content area taught,
- A primary focus is on developing students' social-emotional competence and attain pre-academic skills that will help them be successful in K-12 education,
- Maintain standards of pupil behavior needed to provide a classroom atmosphere conducive to learning,
- Provides whole-group/small-group and individual instruction designed to motivate and meet individual student needs,
- Uses diverse teaching strategies, techniques, and materials to achieve identified lesson objectives,
- Evaluate pupils' academic progress and social growth, maintaining appropriate records and making progress reports, communicating with parents on pupil progress and determining whether or not satisfactory pupil performance is occurring,
- Assist in the identification, selection and adoption of textbooks and other instructional materials,





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- Maintain professional competence through participation in District and site inservice activities and other approved courses of training,
- Maintains professional competence through participation in professional growth activities,
- Holds parent conferences to share about the school program and discuss individual student progress,
- Maintains open communication with parents regarding student progress or concerns regarding students,
- Develops and implements programs to encourage discovery and critical thinking,
- Uses a variety of assessments, including teacher observation, to monitor and evaluate student progress,
- Plans and coordinates the work of aides, classroom volunteers, and other paraprofessionals to support classroom activities,
- Participates cooperatively with the site administrator to develop the method by which they will be evaluated in conformance with District Guidelines,
- Participates in school-wide adjunct duties, as determined by site needs,
- Keeps current on work email, classroom communications, and technological proficiencies,
- Performs other duties as assigned.

WORK ENVIRONMENT:

The work environment is characterized as a K-8 public education organization.

