

JOB DESCRIPTION

SECONDARY SCHOOL TEACHER

CLASSIFICATION: CERTIFICATED
LOCATION: SCHOOL SITE or as assigned

WORK YEAR: 10M/182D/7H
SALARY SCHEDULE: OO4
(Placement Depend. upon Expr. & Educ.)

SUPERVISION RECEIVED: SCHOOL PRINCIPAL; ASSISTANT PRINCIPAL

SUPERVISION EXERCISED: STUDENTS

A. General Description of Position Goals:

The Secondary school teacher facilitates student success in academics and interpersonal skills through creating a flexible class environment that is favorable to learning and personal growth. The Secondary teacher addresses the needs of each student in accordance with each student's ability through appropriate motivation to develop skills, attitudes and knowledge for future learning and life.

B. Essential Job Functions

1. Instructs 7th through 12th grade students in specific subject matter for the purpose of improving their academic success and interpersonal skills through a defined course of study.
2. Engages and supports all students in learning.
3. Teaches the specific subject(s), for which he/she is appropriately credentialed, in a classroom utilizing the course of study adopted by the Board of Education.
4. Develops lesson plans, designs learning experiences and instructional materials for the purpose of implementing District approved curriculum.
5. Creates an effective environment for learning through functional and attractive displays, bulletin boards, interest centers and through the use of modern technology such as computers and ipads.
6. Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere and effective participation in all activities.
7. Assesses the academic and social growth of students, and teacher performance for the purpose of providing feedback to students, parents, administration, teacher self-evaluation and placement of students.
8. Prepares various reports, e.g. progress reports, study lesson evaluations, grades, attendance records, etc. for the purpose of documenting teaching and student progress.
9. Advises parents of student progress, through a variety of means, for the purpose of reinforcing areas and methods for improvements and/or defining expectations. Holds parent conferences when needed.
10. Monitors student activities, before and after school for the purpose of providing a safe environment.
11. Administers group standardized tests in accordance with the district testing program.
12. Performs basic attendance accounting and other services as required.
13. Reports incidents e.g. fights, suspected child abuse, bullying, suspected use of alcohol and/or controlled substances, etc. for the purpose of maintaining student safety, a positive learning environment and adhering to California Education Code, District and/or school policies.
14. Maintains proper records and follows adopted procedures to comply with regulations governing the planning, implementation and evaluation of Federal/State compensatory education programs.

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C. Other Job Duties and Responsibilities

1. Networks with other teachers and school personnel for the purpose of improving the quality of student outcomes, developing solutions, planning curriculum and/or providing information.
2. Participates in inservice/staff development programs for the purpose of meeting professional growth, state/district/credential requirements, within the school of assignment and/or at district level.
3. Works through the Department Chairperson in selecting and requisitioning books, instructional aids, and instructional supplies, and maintains required inventory records.
4. Insures a comfortable room environment through control of heating, lighting, and ventilation to the extent possible.
5. Supervises students in out-of-classroom activities during assigned work day.
6. Assists other teachers and professional staff for the purpose of implementing curriculum.
7. Shares in the sponsorship of student activities and participates in faculty committees.
8. Performs other related duties as assigned.

D. Job Requirements/Qualifications

1. Experience: Prior job related experience.
2. Education: Bachelor of Arts/Science Degree from an accredited institution of higher learning; Degree in the specific subject area to be taught, preferable; Official Transcripts. Master's Degree desirable.
3. Credential: Possession of a valid California Credential authorizing service in a specific subject area.
4. Other Licenses, Certifications, Bonding, and/or Testing:
 - English Learner Development Certificate
 - Compliance with No Child Left Behind Requirements (Original Documents)
 - Department of Homeland Security I-9 Form completion
 - TB Test Clearance
 - Criminal Justice Fingerprint Clearance
5. Knowledge of:
 - Age appropriate teaching methods and strategies
 - State curriculum framework appropriate for the specific subject area to be taught
 - Interpersonal skills using tact, patience and courtesy
 - Policies and procedures in relationship to appropriate discipline, guidance and supervision
 - Various modern technologies used in teaching and learning
6. Ability to:
 - Work effectively in a multi-ethnic setting
 - Work independently and/or in a team setting
 - Communicate effectively with individuals from varied educational and cultural backgrounds
 - Establish and maintain cooperative working relationships with others
 - Perform a variety of specialized and responsible tasks
 - Motivate students
 - Maintain records
 - Prioritize and organize
 - Meet schedules and deadlines
 - Be flexible
 - Exercise confidentiality

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E. Working Conditions

Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Classroom environment at school site or as assigned
- Usual work in low to moderate noise level
- Subject to interruptions during work time

Physical Abilities

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Constant: mobility
- Constant: use of voice in face to face speaking and with a telephone
- Constant: use of close and distant vision, color vision, peripheral vision, depth perception and the ability to focus
- Constant: hearing acuity for conversations and other sounds
- Frequent: sitting, standing, walking, twisting, stooping or bending over
- Frequent: handling, grasping and feeling objects; repetitive use of dominant hand; fine dexterity with both hands; gross muscle use of arms and legs
- Occasional: crawling, climbing, reaching overhead-above the shoulders and horizontally, crouching, kneeling, balancing
- Occasional: pushing or pulling, lifting or carrying, individually or with assistance 10 to 25 lbs.

Hazards

The hazards described here are representative of those that may be encountered in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent: work in a closed room in close proximity to young people who may have communicable illnesses
- Occasional: exposure to stairs, ramps or uneven ground; working around and with equipment having moving parts
- Occasional: exposure to dusts
- Seldom: contact with toxic substances/materials
- Seldom: contact with distraught or abusive individuals
- Extended: viewing of a computer monitor