

## Western Placer Unified School District

### POSITION DESCRIPTION

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Position Title: **TEACHER, MIDDLE SCHOOL**  
Department: Middle Schools  
Reports to: Site Principal

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#### **SUMMARY:**

Instructs students in activities designed to promote social, physical, and intellectual growth in the subject matter and skills that will contribute to their development as mature, able and responsible men and women.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- \* Teaches district-approved curriculum.
- \* Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- \* Prepares for classes assigned.
- \* Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- \* Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- \* Guides the learning process toward the achievement of curriculum goals and - in harmony with the goals - establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- \* Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- \* Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- \* Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- \* Encourages students to set and maintain standards of classroom behavior.
- \* Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.
- \* Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
- \* Is available to students and parents for education-related purposes outside the instructional day.

#### **SUPERVISORY RESPONSIBILITIES:**

Supervises classroom, students, aides and volunteers. Supervises students while on yard duty.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION**

Four-year degree in area of major study.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid teaching certificate in area of study required.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

Ability to apply knowledge of current research and theory in instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

**PHYSICAL DEMANDS:**

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.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lb. such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK 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.

The noise level in the work environment is moderate to loud.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.M.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***