

Alameda Unified School District
Historic Alameda High School
2200 Central Avenue
Alameda, California 94501-4465

JOB DESCRIPTION

TITLE OF POSITION

Teacher

QUALIFICATIONS

Holds valid California credentials appropriate to position as set by State certification authorities.

REPORTS TO

Directly responsible to the Principal or other designated Administrator.

SUPERVISES

Directly responsible for the supervision of students and direction of paraprofessionals in the teacher's area of responsibility.

JOB GOAL

To help students learn subject matter and/or skills that will lead toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.

PERFORMANCE RESPONSIBILITIES

Instruction

Implements through instruction and action the District's philosophy of education and instructional goals and objectives.

Plans for all instruction and provides clear and appropriate plans and materials for substitutes.

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 communicates these objectives to students.

Employs instructional methods and materials that are most appropriate for meeting student needs.

(AUSD Job Description - Teacher)

PERFORMANCE RESPONSIBILITIES (cont'd.)

Instruction (cont'd.)

Pre and post tests students on course objectives as required and maintains records of student progress.

Communicates with students, parents, and other personnel in a professional and effective manner concerning academic and behavioral progress of students.

Maintains accurate records relating to students meeting/not meeting required proficiency standards.

Learning Environment

Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.

Establishes and maintains fair and consistent standards of pupil behavior.

Non-Instructional Duties

Plans and supervises purposeful assignments for teacher aide(s) and/or volunteer(s) and cooperatively evaluates their job performance with appropriate administrative personnel.

Develops a plan for professional growth and follows it.

Takes part in student activities and student supervision.

Participates in curriculum review and revision and school plan development.

Upholds and enforces school rules, administrative regulations, and Board policy.

Maintains accurate, complete, and correct records as required by law, District policy and administrative regulation.

Is punctual and assumes responsibilities in accordance with school and District policies.