



To: OUHSD Certificated Staff
From: Corey Willenberg, EdD, Superintendent
Date: November 29, 2022
Subject: OSTA Negotiations Update

OUHSD met with OSTA for negotiations on November 29, 2022. We discussed job descriptions for teacher, counselor and department chair. Drafts of the three job descriptions are included with this update.

**OROVILLE UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE: TEACHER

SALARY LEVEL:	Certificated Salary Schedule	DIVISION:	Certificated
REPORTS TO:	Principal	LOCATION:	School Site
APPROVED BY:	Board of Trustees	DATE:	

SUMMARY: Under the direction of a site principal, principal's designee or other appropriate administrator, teachers will plan, implement, monitor, and assess a classroom instructional program. 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, skills, and abilities expected in the work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS

- Bachelor's degree or otherwise meet minimum qualifications as set forth in the Education Code. (Teachers in vocational areas may be exempt.)
- Meet California Requirements for teaching English Learners
- Possess and maintain a valid California teaching credential.
- Obtain a clear TB screening, drug test for illegal substances, and other exams required by law.
- Pass background check with the Department of Justice.
- Valid California Driver's License preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, implement, monitor, and assess classroom instruction that is consistent with District and Board goals and philosophies, local site goals and specific objectives based on assessment of student needs.
- Teach high school courses of study adopted by the Board of Education and engage in other approved learning activities.
- Establish and maintain standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom; support and assist in

- maintaining district discipline policy and the site discipline plan.
- Identify pupil needs and cooperate with other professional staff members in assessing and helping pupils address health, emotional, social and learning problems.
- Participate in curricular school programs, assessment, and development activities.
- Provide student supervision and control in accordance with the CBA.
- Participate in staff, parent, department and District meetings in accordance with the CBA and applicable California law.
- Communicate curricular goals and objectives to students, parents, and school administrators including course descriptions, performance expectations, and other pertinent information to assist parents in monitoring student progress.
- Assess student progress; communicate regularly with parents regarding student progress and respond to parent and/or student correspondence in a professional and timely manner.
- Communicate with parents regarding student needs or problems, and/or special accomplishments as practicable.
- Maintain professional interactions with staff, students, parents and outside agencies.
- Provide instruction to students with special needs in accordance with their IEPs or 504 plans, utilizing support services; participate in IEP/504 plan meetings in accordance with the CBA and State and Federal law.
- Maintain records and prepare reports regarding students, including special education students, in accordance with the law.
- Develop lesson plans that promote curricular goals and ensure objectives are aligned with California State Standards in accordance with Site and District Policy.
- Provide specific plans for one's substitute.
- Perform related duties as assigned in accordance with the CBA and Education Code.

KNOWLEDGE AND SKILLS

Knowledge of:

- Principles, standards, theories, practices, methods, and techniques used in curriculum development and classroom instruction.
- Classroom procedures that promote appropriate student conduct and motivation for student learning.
- Applicable sections of the State Education Code and other applicable laws.
- Current trends and research concerning the growth and development of children.

ABILITIES

The ability to:

- Adapt to meet different learning needs.
- Create a class environment favorable to learning and personal growth.
- Motivate students to develop skills, attitudes and knowledge needed to establish a solid foundation for success.
- Monitor students in classrooms and on school grounds as assigned in accordance with the CBA.
- Use good judgment in making decisions.
- Maintain professional relationships with students, parents, colleagues and supervising staff members.
- Communicate effectively both orally and in writing.
- Maintain consistent, punctual and regular attendance.
- Use instructional technology in the classroom.

PHYSICAL ABILITIES

The physical abilities described here are representative of those that are demonstrated by a typical employee. The ability to successfully perform the following essential functions:

- Lift, carry, push and/or pull items with a strength factor of medium work.
- Hear and speak to exchange information in person or via telecommunication.
- See and read.
- Stand and walk.
- Bend at the waist, kneel or crouch.
- Sit and/or stand for extended periods of time.
- Reach above shoulders.

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 usually moderate and it may occasionally be heavy.
- The employee continuously is interacting with the public, staff and students.

**OROVILLE UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE: COUNSELOR

SALARY LEVEL:	Certificated Salary Schedule	DIVISION:	Certificated
REPORTS TO:	Principal	LOCATION:	School Site
APPROVED BY:	Board of Trustees	DATE:	

SUMMARY: Under the supervision of the site administrator, the counselor will provide guidance and assistance to students in meeting their personal, social, academic and career needs. The counselor will assist students in their preparations for post-secondary education opportunities, the work force and continued lifelong learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Counsels students in individual and/or group settings.
- Maintains confidential student records/information in an appropriate manner for the purpose of documenting and/or providing reliable information.
- Counsels with students to help them resolve personal, academic and behavior problems including attendance, discipline and school/classroom adjustments.
- Advises students regarding course selections and school registration in order to meet individual needs and goals including graduation requirements.
- Counsels students through test interpretation and evaluation to assist them in developing a realistic self-appraisal of abilities and talents.
- Counsels students regarding post high school pursuits including college requirements, financial aid and vocational career opportunities.
- Acts as a liaison to teachers, parents, administration and community on educational and school related concerns.
- Acts as a resource person to administrators in constructing the master schedule.
- Consults with students, parents and teachers on competency test results and remediation.
- Assists students in developing skills in decision making and self-discipline.
- Provides student-related consulting services to teachers, administrators and parents.
- Assists students with crisis and immediate problems for the purpose of supporting their personal, academic, and/or career development.
- Acts as a resource person to administration in the area of tests and measurements of student performance and achievement.

KNOWLEDGE AND SKILLS

- Appropriate curriculum and instructional programs pertaining to students with a variety of aptitudes and varying interests.
- Social service and youth service resources and reporting procedures.
- Laws and Education Code pertaining to student services.
- Social, emotional and behavioral characteristics appropriate to the age group served.
- Graduation Requirements and College entrance requirements.

ABILITIES

- Work with diverse populations.
- Work under pressure and meet deadlines.
- Develop and maintain an atmosphere of mutual respect among students, teacher, and staff.
- Prioritize and manage multiple tasks.
- Develop and maintain open channels of communication between home and school.

QUALIFICATIONS

- BA/BS Degree
- Valid California Pupil Personnel Services Credential
- Master's Degree desirable
- Prior job related experience desirable.

WORKING 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 usually moderate and it may occasionally be heavy.
- The employee continuously is interacting with the public, staff and students.

**OROVILLE UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE: DEPARTMENT CHAIR

SALARY LEVEL:	Stipend	DIVISION:	Certificated
REPORTS TO:	Principal	LOCATION:	School Site
APPROVED BY:	Board of Trustees	DATE:	

Role and Responsibilities: Under the direction of the school principal, the department chairperson's primary role is to provide instructional leadership, support, and assistance to all teachers in the department. The chairperson serves as a resource to support a standards-based curriculum, effective instructional strategies, and instructional materials.. The department chairperson serves as a liaison to site and district administration. As an instructional leader, the chairperson remains current with educational literature, practices, issues, and shares important information with department members.

Additional Responsibilities

- Oversee the department budget and order instructional supplies and equipment
- Coordinate the development and delivery of common, formative assessments
- Collaborate to create the master schedule
- Facilitates all scheduled department and Professional Learning Community (PLC) meetings.
- Disseminate and examine assessment data with their department for the purpose of curricular or instructional modifications
- Unify and provide recommendations for departmental and district policies (such as course outlines, pacing plans, common assessments, grading scales, etc.)
- Inform, promote and organize attendance at conferences and professional development opportunities for department members
- Participate in district curriculum and textbook adoption process
- Coordinate efforts to inventory department materials and equipment
- Promotes efforts to support the success of new teachers and student teachers within the department.
- Assists in articulation of curriculum between OUHSD and middle school feeder districts
- Maintain a leadership role in the WASC and Restructuring processes