



SAN MATEO UNION HIGH SCHOOL DISTRICT

SAMPLE CERTIFICATED JOB DESCRIPTION

JOB TITLE:	Classroom Teacher
REPORTS TO:	Principal/Director
SITE:	Aragon, Bridge, Burlingame, Capuchino, Hillsdale, Middle College, Mills, San Mateo & Adult Ed
CLASSIFICATION:	Certificated
WORK YEAR:	School Days Only
SALARY:	Certificated Salary Schedule

JOB SUMMARY:

To plan, organize and implement an appropriate instructional program in a secondary learning environment that guides and encourages students to develop and fulfill their academic potential. Work is performed under the supervision of the principal.

Essential functions of the job may include but are not limited to the following:

- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
- Develops schemes of work, lesson plans and tests that are in accordance with established procedures.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Provide appropriate feedback on work.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required by laws, district policies and school regulations.
- Prepare required reports on students and activities.
- Participate in department, school, district and parent meetings.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Establish and communicate clear objectives for all learning activities.
- Prepare the classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Observe and evaluate student's performance and development.
- Assign and grade class work, homework, tests and assignments.

Physical Education Teacher job description includes the Essential functions of a classroom teacher and

includes but is not limited to the following:

- Knowledge and skills in physical fitness, health education, rhythms and dance, and individual, dual or team sports.
- Works cooperatively with other physical education teachers in planning and implementing a balanced physical education program.
- Analyzes, demonstrates, and explains basic skills, knowledge and strategies of formal sports, games, rhythms, and fundamentals of body movement.
- Provide appropriate safety instruction and make safety checks on equipment and field areas to ensure the overall safety of students.
- Evaluates academic and social growth of students, prepares reports cards, and keeps appropriate records to include attendance reports, checklists, and other recordkeeping activities as necessary.
- Maintain control of storage and use of school property
- Evaluates each student's growth in physical skills, knowledge and contribution in team sports.

Industrial Arts Teacher/ Science Teacher job description includes the Essential functions of a classroom teacher and

includes but is not limited to the following:

- Promote critical and creative thinking and analysis in all related subject areas.
- Designs learning activities to demonstrate the application of vocational technology/industrial arts to everyday existence, including scientific research projects, demonstrations, experiments, and laboratory activities.
- Instructs students in the proper use and care of scientific equipment, chemicals and plant and animal life.
- Planning and instructing lessons on science topics
- Demonstrating experiments and assisting students to safely carry out practical experiments, to enhance comprehension of the topic.

Culinary Arts Teacher job description includes the Essential functions of a classroom teacher and includes but is not limited to the following:

- Must possess or qualify for a California Career Tech Education Credential with authorization in Culinary Arts/Hospitality.
- Experience and knowledge in culinary arts, including cooking and baking techniques, nutrition, menu development, food service math, plating and presentation, international cuisine, and guest service.
- Knowledge of industry-standard safety and sanitation practices in a restaurant or food production facility; must obtain ServSafe certification.

Other functions of the job include but are not limited to the following

- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participate in appropriate professional activities.
- Participate in extracurricular activities such as social activities, sporting activities, clubs and

student organizations as directed.

- Other duties as assigned.

Knowledge Skills and Ability Required:

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.

- B.A/B.S degree in teaching from an accredited institution.
- California State teacher credential in the appropriate subject area.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to communicate effectively orally and in writing.
- Must have the ability and proven ability to report to work on a regular and punctual basis.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Knowledge and implementation of relevant technology.
- Meet professional teacher education requirements of school, district and state.
- Knowledge of current teaching methods and educational pedagogy, as well as differentiated instruction based upon student learning styles.
- Knowledge of a wide range of vocational technology/industrial arts subject areas.(Industrial Arts)
- Knowledge of data information systems, data analysis and the formulation of action plans. (Industrial Art)

Physical demands/Working conditions with or without reasonable accommodations:

- Ability to sit, or stand for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate moderate noise levels in the working environment.
- Ability to tolerate moderate to high noise levels in the working environment.
- Ability to carry sports equipment over 30lbs (Physical Education Teacher/Industrial Arts Teacher/Culinary Arts Teacher)
- Ability to stand and circulate for extended periods of time. (Industrial Arts Teacher)
- Ability to handle and work with lab chemicals/equipment (Industrial Art/Science Teacher)
- Ability to work with machinery (Industrial Art/Culinary Arts Teacher)
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Other Requirements:

- Department of Justice fingerprint clearance
- Evident of Tuberculosis clearance

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job.

Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

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Disaster Service Workers

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.