

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Secondary Classroom Teacher

REQUIRED QUALIFICATIONS

EDUCATION: Valid California credential authorizing service as a teacher on the assigned level and in assigned subject areas.

SKILLS: Ability to establish and maintain cooperative and effective working relationships with students, staff, parents, and administrators; skills in motivating students, communicating with individuals from varied educational and cultural backgrounds, directing support personnel, evaluating performance; knowledge of age appropriate teaching methods, state curriculum standards, California Standards for the Teaching Profession; and ability to perform a variety of specialized and responsible tasks, maintain records, meet schedules and deadlines.

BRIEF DESCRIPTION OF POSITION

Provides an educational program for pupils in grades 6-8, 9-12 or a combination thereof, for the purpose(s) of facilitating student success in academic and interpersonal skills through defined subject matter courses of study implementing District approved curriculum; documenting teaching and student progress/ activities, outcomes; addressing specific needs of students; providing feedback to students, parents, and administration.

ESSENTIAL JOB FUNCTIONS

- Facilitates students' learning for the purpose of improving their success in academics and interpersonal skills through a defined course of study adopted by the Board addressing state standards.
- Develops lesson plans for the purpose of implementing a District approved curriculum.
- Prepares teaching materials for the purpose of implementing lesson plans.
- Implements lesson plans for the purpose of addressing specific needs of students.
- Prepares various reports e.g., progress reports, grades, attendance records, etc. for the purpose of documenting teaching and student progress.
- Advises parents of student progress for the purpose of reinforcing areas and methods for improvement and/or defining expectations.
- May assist in the selection of books, instructional aides, and instructional supplies and equipment and maintains required inventory records.
- Administers standardized tests in accordance with District testing program and records the results.
- Assesses and evaluates students' academic, social, and physical growth and keeps appropriate records in accordance with District policies and procedures.
- Maintains open lines of communication with students and their parents concerning both the academic and behavioral progress of all assigned students.
- Identifies pupil needs and works with other professional staff members in assessing and helping pupils solve health, attitude and learning problems.

ESSENTIAL JOB FUNCTIONS (continued)

- Utilizes assessment data to determine mastery of standards, reteaching needs, and subsequent instructional decisions.
- Utilizes appropriate and available technology to teach and reinforce specific grade level concepts.
- Provides an environment to develop citizenship and other general elements of course of study specified in state law and administrative regulations and procedures of the school district.
- Assists other teachers for the purpose of implementing curriculum.
- Reports incidents e.g., fights, suspected child abuse, suspected use of alcohol and or controlled substances, etc. for the purpose of maintaining student safety, a positive learning environment and adhering to education code, District and/or school policies.

OTHER JOB FUNCTIONS

- 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.
- Participates in inservice/staff development programs for the purpose of meeting professional growth, state/district/credential requirements.
- Participates cooperatively with the principal/designee to implement the system by which the employee will be evaluated in conformance with the District's evaluation procedures including attainment of District goals and objectives.
- Shares in the responsibility of student activities and student supervision, participates in faculty committees, and supports community-school activities.
- Communicates effectively with staff and parents.
- May plan and coordinate the work of paraprofessionals and/or volunteers.
- Maintains proficiency in the operation of available resource equipment.

PHYSICAL REQUIREMENTS

Significant physical abilities include standing and walking for extended periods, lifting/carrying, crouching, reaching/handling/feeling, talking/hearing, near and far visual acuity/depth perception/accommodation/color vision/field of vision.

OTHER REQUIREMENTS

TB test clearance; Department of Justice fingerprint clearance.