

# Twin Hills Union School District

## Position Announcement

### Twin Hills Middle School Teacher 6<sup>th</sup> – 8<sup>th</sup> grade English & History 2025-2026 school year –0.80 fte

Twin Hills Teachers are under the supervision of and are evaluated by the Site Administrator or his/her designee. Teachers work with the Site Administrator and other faculty members to implement the district's curriculum in all core subjects. This position requires possession of a valid California Teaching Credential, fingerprint clearance and TB testing.

#### **REQUIRED QUALIFICATIONS**

- **Education and Experience:**
  - Possess valid California single subject teaching credentials in English & Social Science
  - Possess EL, CLAD or SDAIE certification, ELA1 or CLAD preferred
  - Experience teaching middle school students preferred
  
- **Knowledge of:**
  - English in written and verbal form including the use of correct grammar and vocabulary
  
- **Ability to:**
  - Bilingual – English/Spanish desirable
  - Exercise good judgment, use discretion, maintain confidentiality
  - Demonstrate good mental, emotional and physical health
  - Demonstrate punctuality and present a neat, clean appearance
  - Remain flexible in personal work schedule to accommodate all students and parents/guardians
  - Communicate and collaborate effectively with parents, colleagues, and administration
  - Perform all essential job functions, both physical and mental as shown on page 2
  
- **ADA Requirement:**
  - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting thirty (30) pounds on an occasional basis and in excess of thirty (30) pounds with assistance for a distance of up to 25 feet

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Plan, prepare and implement daily instructional plan including long range and short term plans, goals and objectives with emphasis on meeting the goals of the middle school English & History program including the district adopted state standards.
- Provide an appropriate educational setting which includes a classroom atmosphere and environment conducive to development of a positive self image.
- Communicate with students and parents/guardians regularly to review student work and activities
- Ability to discipline and follow-up with uncooperative students
- Monitor student progress and maintain accurate and up-to-date documents for each student
- Prepare well-written reports of student progress as per the approved format and schedule
- When supervising students, assume responsibility for their safety and well being and maintain order and discipline through caring, respectful strategies
- Prepare for classroom activities by preparing materials, obtaining supplies, and readying necessary equipment
- Assist in maintaining organization and cleanliness of program areas, such as clearing and storing materials, etc.
- Report all injuries incurred by children to administrator
- Participate in staff meetings and conferences as scheduled
- Follow accepted principles, practices, rules, and regulations of the district
- Perform other related duties as assigned

#### **SALARY AND BENEFITS:**

- Placement on the current certificated salary schedule as determined by the Superintendent
- Health insurance for employee and partial payment for dependents (pro rata according to FTE %)
- Vision insurance for employee (pro rata according to FTE %)
- Dental insurance for employee and dependents (pro rata according to FTE %)

## **HIRING PROCESS:**

### **Mandatory Information to be submitted:**

- Completed and signed district application on EDJOIN or (available in the district office, address below)
- If a current district certificated employee a letter of interest is required in lieu of an application packet
- Copies of college transcripts. Sealed originals required if hired.
- Three recent letters of recommendation which support your application for the vacant position
- Current California Teaching Credential
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to “know” you during the paper screening process

**Application Materials should be submitted to the screening committee at the following address:  
Twin Hills USD, 700 Watertrough Rd, Sebastopol, CA 95472**

### ➤ **Selection Process:**

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- **Applications are due by Noon on Thursday April 24, 2025**

### **Essential Job Functions**

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

#### **Physical**

- **Standing/walking:** Frequently to constantly, throughout work shift.
- **Sitting:** Frequently, for one to two hours at a time while meeting with students and parents/guardians.
- **Lift/Carry:** Frequently, 1-20 pounds; books, instructional materials, binders, files, paperwork. Seldom, 16-35 pounds, books and materials and moving equipment.
- **Bending/stooping:** Frequently; at knees/waist/neck while meeting students or retrieving items from lower shelves and floor.
- **Push/pull:** Occasionally; using both hands and arms exerting a force of 10-20 pounds while assisting students, moving furniture and equipment and opening doors, etc.
- **Climbing/balancing:** Occasionally (several times a day), using stairs from lower classrooms to upper classrooms and offices.
- **Kneeling/crouching/crawling:** Seldom. Crouching/crawling not required.
- **Hands/arms:** Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/hearing/speech:** Constantly, to provide instructional assistance to students and parents. Assignment may require hand/eye coordination, depth perception and peripheral vision.

#### **Mental**

- Must be able to teach English up through the 8th grade level. Must possess current California teaching credential and CLAD/EL certification.
- Knowledge, training or experience in educating middle school age students.
- Must possess necessary written and oral communication skills to complete assignments. Must be able to read, write, speak and teach English.
- Must possess interpersonal skills to work harmoniously with a wide variety of students, parents and staff. Must be able to adapt to work pressures that may include frequent interruptions and multiple tasks.
- Must be able to work independently with assigned students and exercise creative problem-solving ability.
- Must be able to provide supervisory skills to provide guidance and set appropriate behavioral model to assigned students.
- Must be able to complete required documentation in a timely manner, be punctual for appointments and flexible in scheduling appointments.

### **Work Conditions**

- **Location:** Work is performed 95% within the school classroom setting, 5% in an outdoor campus areas.
- **Hazards:** Trip hazards and slippery surfaces.
- **Equipment used:** General office and classroom equipment, computer, audio-visual equipment, copier.
- **Safety equipment:** None required.

The Twin Hills Union School District is an Equal Opportunity Employer