

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Middle School Teacher - English

Classification: Certificated

Reports to: Site Administrator

Range: Certificated Salary Schedule

SUMMARY

To teach one or more classes of English to pupils in grades 7-8 and assist in other school programs as assigned.

SPECIFIC RESPONSIBILITIES

1. Teaches content and skills in English language, literature, and composition, as well as in reading and journalism, to intermediate pupils, utilizing course of study adopted by the Board of Trustees and other appropriate learning activities.
2. Instructs pupils in citizenship, basic communication skills, and other general elements of the course of study common to all teachers, as specified in state and administrative regulations and procedures of the school district.
3. Adapts English material and methods to develop relevant sequential assignments that guide and challenge pupils.
4. Determines instructional materials designed to achieve instructional goals and behavioral objectives. Selects books and instructional aids appropriate to the interest and maturity levels of pupils.
5. Provides individual and small group instruction in order to adapt the curriculum to the needs of each pupil. May provide remedial programs for pupils who have not achieved language competency commensurate with their potential.
6. Develops standards for critical analysis through group discussions based on a variety of mass media and classical and contemporary literature.
7. Encourages pupils to think independently and to express original ideas.
8. Evaluates each pupil's progress in English skills (listening, speaking, reading, and writing) and prepares progress reports.
9. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive classroom environment.
10. Maintains professional competence through participation in in-service education activities provided by the district and/or in self-selected professional growth activities.
11. Presents to students grammar through lessons that impart general knowledge necessary for everyday life. For example, sentences containing political facts, current names, places, etc. in the news.
12. Identifies pupil needs, and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
13. Communicates with parents and school counselors on the individual pupil's progress.
14. Supervises pupils in out-of-classroom activities during the assigned working day.
15. Works with pupils and other classroom teachers in such activities as preparing material for the school newspaper or yearbook, assisting with PTA programs, or coordinating entries in essay contests.
16. Administers or monitors group tests.
17. Requisitions books, instructional aids, and instructional supplies, and maintains required inventory records.

18. Participates in curriculum and other developmental programs within the school assignment and/or on a district level. May teach under modular or flexible scheduling plans.
19. Performs basic attendance accounting and business services as required.
20. Shares in the sponsorship of student activities and participates in faculty committees.
21. May plan and coordinate the work of aides, teacher assistants, and other para-professionals.

QUALIFICATION REQUIREMENTS

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.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.