

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Middle School Classroom Teacher – Language Arts

**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 Trustee 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 the procedures of the school district.
3. Adapts English materials and methods to develop relevant sequential assignments that guide 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 level 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 every day 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 materials for the school newspaper or yearbook, assisting with PTA programs or coordinating entries in essay contests.
16. Administers or monitors group tests.
17. Requisitions book, instructional aides, 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.