

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** STEP Teacher and Teacher / Advisor

**Classification:** Certificated

**Reports to:** Program Director

**Range:** Certificated Salary Schedule

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### **SUMMARY**

The STEP Teacher and Teacher/Advisor must be committed in their desire to help students acquire knowledge and develop a positive self-image. A trust concept needs to be established. This will enable the Teacher and Teacher/Advisor to function as a “facilitator of learning” and to provide educational guidance function as well.

The classroom will be maintained focusing on the basic skill subjects: Math and English, with an individualized approach to learning.

### **SPECIFIC RESPONSIBILITIES**

1. Teaches content and skills in English language as well as in reading, and Math to STEP participants, utilizing course of study adopted by the Board of Trustees and FPIC, 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 law and administrative regulations and procedures of the school district.
3. Evaluates each pupil’s progress in English and Math skills and prepares progress reports.
4. Submit his/her personal goals and objectives as they relate to the Summer Training and Education Program’s goals and objectives.
5. Teach STEP students basic educational subjects in keeping with the individualized learning approach to education.
6. Provide on-going assessment of students special needs and make referrals to support services as needed.
7. Maintain good communication with other staff members, administrators, and parents, sharing teaching techniques and other information regarding alternative education and students progress and/or needs.
8. Provide continuous supervision, guidance (personal and academic).
9. Provide proper student control and suitable (supporting) learning environment that creates a positive atmosphere for maximum growth of the individual student.
10. Provide supervision for the welfare and safety of pupils and file accident reports for pupils as needed.
11. Report all illnesses and health and safety problems to the Program Director and school site administrator.
12. Contribute to the implementation of new ideas, materials, and techniques suitable to group and individual students and to program needs.
13. Contribute to the in-service planning for staff and parents at the school site level.
14. Plan jointly with other staff members, support staff members and parents for curriculum needs, with provisions for review.
15. Work closely and cooperatively with regular staff, program director, curriculum consultants, site administrator, FPIC, SYETP, all support staff and community agencies to provide a complete program for the individual pupil.
16. Communicate with and supervise any aide placed under his/her direction.

17. Be sensitive about confidential matters concerning students, parents, and school and working relationships, responding to those areas in a professional manner.
18. Shall keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purpose.
19. Make regular entries in anecdotal records, on curriculum checklists, and in other reports as required.
20. Adhere to schedules and duties as assigned at school site.
21. Schedule individual students in accordance with standards of alternative program procedures.
22. Participate in scheduled district/FPIC in-services.
23. Administers and supervises group tests.
24. Assumes responsibility for instructional materials, equipment, and supplies assigned to him/her.