

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Middle School Academic Block Teacher

Classification: Certificated

Reports to: Site Administrator

Range: Certificated Salary Schedule

SUMMARY

As part of a middle school teaching assignment, teaches one or more classes in assigned subject area to pupils in grades 7-8 and assists in other school programs as assigned.

SPECIFIC RESPONSIBILITIES

1. Teaches courses in assigned subject to middle school pupils utilizing course of study adopted by the Board of Trustees and appropriate curriculum publications as guidelines in teaching individual course content.
2. Develops lesson plans and appropriate instructional aids.
3. Demonstrates assigned subject concepts using model, overhead projector, white board and/or other instructional aids.
4. May design learning activities to relate assigned subject to the “real” world.
5. Evaluates each pupil’s progress in knowledge and skills of assigned subject, and prepares progress reports.
6. Maintains professional competence through self-selected professional growth activities and/or in-service education activities provided by the district.
7. 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.
8. Establishes and maintains standards of pupil behavior needed to provide a productive classroom environment.
9. Maintains professional competence through participation in-service education activities provided by the district and/or in self-selected professional growth activities.
10. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude and learning problems.
11. May provide opportunities for individualized and/or small group instruction to adapt the curriculum to the needs of each pupil.
12. Communicates with parents and school counselors on the individual pupil’s progress.
13. Supervises pupils in out-of-classroom activities during the assigned working day.
14. Administers or monitors group tests.
15. Participates in curriculum and other developmental programs within the school or assignment and/or on a district level.
16. Performs basic attendance accounting and clerical services as required.
17. Shares in the sponsorship of student activities and participates in faculty committees.
18. May plan and coordinate the work of aides, teacher assistants, and other para-professionals.
19. Assumes responsibility for instructional materials, equipment, and supplies and assigned to him/her.