

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Secondary School Classroom Teacher

Classification: Certificated

Reports to: Department Administrator

Range: Certificated Salary Schedule

SUMMARY

As part of the secondary teaching assignment, teaches one or more classes in assigned subject area to pupils in grades 9-12 and assists in other school programs as assigned.

SPECIFIC RESPONSIBILITIES

1. Teaches content and skills in subject matter to secondary 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 law and administrative regulations and procedures of the school district.
3. Adapts material and methods to develop relevant sequential assignments that guide and challenge pupils.
4. Determines instructional materials designed to achieve instructional goals and performance objectives. Selects books and instructional aides 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. Encourages pupils to think independently and to express original ideas.
7. Evaluates each pupil's progress in subject area and prepares progress reports.
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. Communicates with parents and school counselors on the individual pupil's progress.
12. Supervises pupils in out-of-classroom activities during the assigned working day.
13. Administers or monitors group tests.
14. Participates in curriculum and other developmental programs within the school or assignment and/or on a district level.
15. Performs basic attendance accounting and clerical services as required.
16. Shares in the sponsorship of student activities and participates in faculty committees.
17. May plan and coordinate the work of aides, teacher assistants, and other para-professionals.
18. Assumes responsibility for instructional materials, equipment, and supplies assigned to him.