

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Secondary School Classroom Teacher
Social Science (Grades 9-12)

Classification: Certificated

Reports to: Site Administrator

Range: Certificated Salary Schedule

SUMMARY

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

SPECIFIC RESPONSIBILITIES

1. Teaches courses in social studies, history, geography, American government, political science, or humanities 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. Develops a balanced social studies program involving factual background material, material on current events, discussion time, and other appropriate activities designed to encourage pupils to develop skills and attitudes, draw conclusions, achieve improved interpersonal relationships, and make value judgments based on scientific methods of inquiry.
4. Provides individual and small group instruction in order to adapt the curriculum to the needs of pupils with varying intellectual abilities, attitudes, and cultural backgrounds.
5. Develops knowledge of the purpose, structure, and operation of the American governmental and economic system, and the rights and responsibilities of American citizenship.
6. Makes material from current magazines, newspapers, television programs, etc. available to pupils; plans and guides discussions of current social, political, and economic problems against background of geographical environment and history of area being studied.
7. Develops an understanding of the contributions of minority racial, religious, and political groups to American culture, and the role of minorities in our present day world.
8. Develops knowledge of political and economic systems of other nations and their influence on personal freedom, education, and living standards of the people in those nations.
9. Encourages pupils to become aware of the complexity and interrelations of local, state, national, and world problems.
10. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive classroom environment.
11. Creates, with assistance of pupils, interest centers and displays with material to enhance learning.
12. Evaluates each pupil's development in course being taught, and prepares progress reports.
13. Maintains professional competence through participation in in-service education activities provided by the district, and/or in self-selected professional growth activities.
14. Participates in the selection and requisitioning of books, instructional aids, and instructional supplies and maintains required inventory records; may request resource speakers and field trips.
15. Communicates with parents and school counselors to discuss the individual pupil's progress.
16. Identifies pupil needs, and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
17. Supervises pupils in out-of-classroom activities during the assigned working day.

18. Participates in curriculum and other developmental programs within the school of 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 pupil activities such as student government or model United Nations, and participates in faculty committees.
21. May plan and coordinate the work of aides, teacher assistants, or 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.