

ONTARIO-MONTCLAIR SCHOOL DISTRICT

SECONDARY CLASSROOM TEACHER- GENERAL

DEFINITION

As a part of secondary teaching assignment, teaches one or more classes in designated subject matter instruction to pupils in grades 7-12. Assists in other school programs as assigned by site administrator. Such program assignments to be divided equally among the staff and with full definition of duties to be published at the beginning of the school year.

EXAMPLE OF DUTIES

- 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;
- Develops lesson plans and supplementary materials compatible with the basic instructional philosophy of the district;
- Provides individualized and small group instruction where class load will permit and as needed in order to adapt the curriculum to the needs of pupils with varying intellectual abilities, attitudes, and cultural backgrounds;
- Establishes and maintains standards of pupil behavior needed to provide an orderly , productive classroom environment ;
- Selects and requisitions books, instructional aids, equipment , and instructional supplies through Department Chairperson), and maintains any required inventory records;
- Identifies pupil needs, and cooperates with other professional staff in correcting attitude and learning problems;
- Communicates with parents and school counselors on the individual pupil's progress;
- Supervises pupils in out-of-classroom activities during the assigned working day;
- Participates in curriculum and other developmental programs within the school of assignment and/or on a district level;
- Performs basic attendance accounting and business services as required.
- Shares in the sponsorship of student activities and participates in faculty committees as assigned or on a volunteer basis;
- May make recommendations to pupils, to counselors, to department Chairpersons, and to administrators of ways in which the learning situation can be improved.
- Serves on bus duty and gate duty. Supervises 7th period student activities.
- Attends Parent-Faculty Club meetings.

CREDENTIAL

Appropriate California teaching credential, verification of subject matter competence and English Learner authorization.

EDUCATION

Bachelor's degree with major or minor in designated subject matter including all courses needed to meet credential requirements .

EXPERIENCE

K-8 Classroom teaching experience preferred

SUPERVISION

Responsible to: Principal

Responsible for: Students Ontario-Montclair School District Secondary Classroom Teacher-General

LICENSE REQUIREMENT

Possession of a valid California Motor Vehicle Operator's license

CONDITIONS OF EMPLOYMENT

Insurability by the District's liability insurance carrier.

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 talk or hear. The employee frequently is required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 10 pounds , and occasionally lift and/or move up to 50 pounds . Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristic described here are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.