SEQUOIA UNION HIGH SCHOOL DISTRICT
Job Description

JOB TITLE	**Middle College Teacher**
ADMINISTRATIVE RELATIONSHIP	The district classroom teacher is supervised, evaluated, and directly responsible to the administrator and/or designee.
CLASSIFICATION:	Certificated
REQUIREMENTS	**Experience**: Minimum of five years working with students as a secondary school teacher. **Education**: Bachelor's degree required; Master's or Doctorate preferred. **Certification**: Valid California teaching credential
SALARY SCHEDULE	Certificated Salary Schedule
WORK YEAR/HOURS	187 days aligned with the community college calendar
LOCATION	Community college campus
BOARD APPROVAL	October 29, 2025

BASIC FUNCTION
The district classroom teacher organizes and implements standards-based curriculum that will result in students achieving academic success in one or more courses and/or grade levels.

DISTINGUISHING CHARACTERISTICS
Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

ESSENTIAL FUNCTIONS

- Utilize the California Standards for the Teaching Profession (CSTP) to guide daily practice and long-term planning.
- Reflect on instructional practices and remain current in instructional methodology and pedagogy, including research-based professional development.
- Utilize course(s) of study adopted by the Board of Trustees and the state-approved content
- standards and/or curriculum frameworks and implement strategic use of available technology to enhance teaching and learning.
- Engage and prepare students in 21st-century skills, including critical thinking; problem solving; life and career; and information, media, and technology skills.
- Establish and maintain standards of student behavior consistent with district and school behavior
- policies needed to provide a safe and engaging student-learning environment.
- Implement site and district-adopted innovative instructional practices to meet the diverse needs of students.
- Develop, implement, assess, and modify lesson plans and instructional materials based on data collected from the analysis of student work and results of local and state assessments.
- Communicate academic progress regularly to students, families, and other audiences in a timely manner by, but not limited to, posting syllabi, homework, and grades on the student information system and other communication systems.
- Collaborate with colleagues to develop curriculum and refine instructional practice, as well as with professional staff to identify and address students' academic, emotional and physical needs.
- Attend and participate meaningfully in IEP, 504, attendance, and student-study-team meetings.
- Comply with state, county, district, and school regulations that impact instruction, assessment, communication, and other professional practices.
- Supervise extra-curricular activities and perform other related duties as reasonably assigned by the principal or designee.

Middle College Advisory Duties

- College Career Readiness Advisor
    - college application advising,
    - transition support to the college environment,
    - advise students on major choices
    - Work with home school counselor to ensure students are on track for graduation
    - Working with students to develop a post-secondary plan
    - Provide individual & small-group academic support
    - Plan & coordinate College Night for parents
    - Inform students of University Preview Days, college rep visits, financial aid events
    - Coordinate PSAT for juniors
    - Guide seniors through the college application process and write LORs, send supporting documents
- Community college liaison
    - Planning college course trajectory for individual students

    - Request overrides for college pre-requisites as needed
    - Advocate for students with college faculty
    - Work with students who need additional academic support or who are not meeting expectations in their classes
- Recruiting/Outreach
    - Recruit, screen, and interview incoming students
    - Confirm student lists with sites, Info Services, A&R, and college bookstores
    - Plan & oversee events such as Decision Day & Graduate Celebration

KNOWLEDGE OF:

- Principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of secondary-level students;
- Academic, social, and behavioral characteristics of secondary-level students;
- Educational curriculum and instructional goals and objectives, and educational trends and research findings pertaining to comprehensive secondary programming;
- Motivational, behavior management, and behavior shaping strategies, techniques and methods, and conflict resolution procedures;
- Socio-economic and cultural backgrounds of the school population.

ABILITY TO:

- Conduct public speaking events with large groups
- Communicate effectively in writing and verbally
- Lead meetings involving students, parents, and stakeholders
- Plan, organize, develop, and conduct a comprehensive teaching and instructional program for students at the secondary level
- Work in a collaborative shared office
- Organize tasks, set priorities and meet deadlines, manage multiple tasks
- Provide appropriate and effective learning experiences for students from a wide range of socio-economic levels and cultural backgrounds;
- Effectively assess the instructional and educational needs of students, and design, develop, and implement sound instructional and educational programs;
- Provide a motivating and stimulating learning environment;
- Perform research and development activities pertaining to curriculum and instructional programs and innovative and creative pilot projects designed to enhance student educational opportunities and experiences;
- Comply with the District's core values, continuous improvement efforts, and strategic initiatives.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Work at a desk, conference table, or in meetings of various configurations
- Walk and stand for extended periods of time.
- See for purposes of reading laws and codes, rules and policies, and other printed matters.
- Hear and understand speech at normal classroom/office, outdoor, and telephone levels.

- Read a variety of materials and computer screens, and prepare/process documents.
- Exhibit manual dexterity to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Speak in audible tones so that others may understand clearly in a normal classroom/office, outdoors, and on the telephone.
- Physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height.
- Bend, twist, stoop, climb stairs, and reach.
- Sit for prolonged periods.

WORKING CONDITIONS

ENVIRONMENT:
Classroom environment
Office environment
College-based program

HAZARDS:
Inclement Weather