

**Job Purpose Statement/s:** The job of "Teacher – Secondary" is done for the purpose/s of developing students' academic and interpersonal skills through academic courses of study and implementing district-approved curriculum; documenting teaching and student progress/activities/outcomes; addressing specific educational needs of students; providing a safe and optimal learning environment and providing feedback to students, parents and administration regarding student progress, expectations, goals, etc.

**Essential Job Function:**

- ▶ Advises parents and/or legal guardians of student progress for the purpose of supporting teacher's expectations, developing methods for improvement and/or reinforcing classroom goals in the home environment.
- ▶ Assesses student progress for the purpose of providing feedback to students, parents and administration regarding students' progress, expectations, goals, etc.
- ▶ Assists other teachers for the purpose of implementing curriculum.
- ▶ Collaborates with school personnel, parents and various community agencies for the purpose of improving the quality of student outcomes, developing solutions and planning curriculum.
- ▶ Demonstrates methods required to perform assignments and/or skills (e.g. lab experiments, athletic techniques, etc) for the purpose of providing the student with the necessary skills to perform the tasks safely and/or accurately.
- ▶ Directs instructional assistants, volunteers and/or student aides for the purpose of providing an effective school program and addressing the needs of individual students.
- ▶ Instructs students for the purpose of improving their success in academics through a defined course of study.
- ▶ Monitors student activities (e.g. classroom, lunch, grounds, etc.) for the purpose of providing a safe and optimal learning environment.
- ▶ Prepares teaching materials and reports (e.g. grades attendance, anecdotal records, etc.) for the purpose of implementing lesson plans and providing documentation of teacher and student progress.
- ▶ Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to Education Code, district and/or school policies.
- ▶ Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- ▶ Participates in various meetings (e.g. parent conferences, in-service training, site meeting, etc.) for the purpose of receiving and/or providing information and/or meeting credential requirements.
- ▶ Maintains records of student attendance, course work, and grades to provide program accountability.
- ▶ Develops/designs lesson plans, curriculum, and instructional materials to achieve program objectives.
- ▶ Supervises students to provide a safe and optimal learning environment.
- ▶ Promotes good citizenship, conduct, initiative and good work habits to motivate students and encourage their academic and social growth.

**Skills, Knowledge and/or Abilities Required:**

- ▶ **Skills to:**
  - motivate students
  - communicate with individuals from varied educational and cultural backgrounds
  - direct support personnel
  - evaluate performance
  - operate a computer
- ▶ **Knowledge of:**
  - age-appropriate teaching methods
  - effective instructional strategies
  - state curriculum framework
  - curriculum development
  - Education Code
  - appropriate instructional subjects
- ▶ **Abilities to:**
  - work a flexible schedule
  - stand and walk for prolonged periods
  - perform a variety of specialized and responsible tasks
  - maintain records
  - establish and maintain cooperative working relationships with students, parents, and other school personnel
  - adhere to schedules and meet deadlines.

**Experience Required:**

- ▶ Prior job-related experience.

**Education Required:**

- ▶ Bachelor's degree.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- ▶ Valid California teaching credential for the appropriate level of instruction and/or subjects;
- ▶ Must be able to meet highly-qualified teacher requirements in one or more core areas under the No Child Left Behind Act.
- ▶ EL authorization.
- ▶ Department of Justice and FBI Fingerprint Response.
- ▶ Valid California driver's license and proof of automobile insurance.

**FLSA Status:** Exempt

February 2009

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.