

# GRANADA HILLS CHARTER HIGH SCHOOL

## **Job Description -Teacher**

The high school teacher is responsible for educating each pupil in his or her charge and for working with students, parents, other teachers and staff toward achieving the goals and implementing the instructional vision set forth by the School.

### Typical Duties and Responsibilities:

- Effectively instruct students in assigned content areas as prescribed by the School's academic content standards through a variety of research based instructional practices and utilization of multiple strategies for student engagement.
- Work as part of an interdisciplinary team and department/ content team for the purpose of planning and aligning curricula to ensure that instruction follows curriculum guidelines.
- Set clear short-term and long-term goals to drive instruction.
- Organize and develop sequential and relevant learning through daily lesson plans and long range unit plans.
- Consistently administer common assessments to evaluate pupil progress, record results, and issue meaningful reports to inform parents of progress.
- Create and implement student intervention plans when necessary.
- Maintain effective supervision and discipline in the classroom.
- Work with other teachers and administrators to address and resolve student issues.
- Maintain documentation of student work habits and conduct in order to effectively communicate student progress to parents.
- Provide necessary accommodations and modifications for growth and success of all students.
- Participate in faculty and professional meetings, educational conferences, and teacher training workshops.
- Maintain records for attendance, submit required grades on time, and complete department/school assessments.
- Lead and participate in school activities such as: sponsoring student activities or student organizations, coaching a sports team, working with parents and the community as part of a committee or group, providing morning or after school tutoring, and chaperoning student activities.
- Abide by all state and federal mandates in reporting sexual or physical abuse and neglect.
- Execute special projects and duties outside of primary teaching responsibility as assigned.

### ENTRANCE QUALIFICATIONS

- Bachelor's degree
- California Teaching Credential in applicable subject
- Excellent verbal and written communication skills

All employees are subjected to fingerprinting and a review of conviction records.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Complete job description available at time of interview. Management retains the discretion to add or change typical duties or a position at any time.