

HUMAN RESOURCES DIVISION

1515 WEST MISSION ROAD, ALHAMBRA, CALIFORNIA 91803

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CERTIFICATED POSITION VACANCY

POSITION: SECONDARY ENGLISH TEACHER

Final Filing Date: Monday, June 27, 2022

POSITION DESCRIPTION

The English teacher serves under the direction of the department head, principal or designee and provides leadership, coordination and innovation in English curricular areas.

RESPONSIBILITIES

- Presents content and skills in English language, literature, and composition, as well as in reading and journalism to secondary pupils, utilizing course of study written by English teachers and approved by the Board of Education
- Encourages pupils to think independently and to express original ideas
- Instructs pupils in citizenship, basic communication skills, and other general elements of the course of study common to all teachers, as specified in California State law and administrative regulations and procedures of the school district
- Adapts English material and methods to develop relevant sequential assignments that guide and challenge all pupils
- Develops standards for critical analysis through group discussions
- Evaluates each pupil's progress in English skills (listening, speaking, reading and writing).
- Establishes and maintains standards of pupil behavior needed to provide a productive classroom environment
- Performs basic attendance accounting
- Establish rapport and communicates with parents, school counselors and other staff members on the individual pupil's progress
- Determines appropriate instructional materials, requests books from Department inventory in the bookroom and instructional materials from the Department Head, and maintains essential inventory records.
- Plans and coordinates the work of student teachers, aides, teacher assistants, and other paraprofessionals with the authorization of the Department Head
- Works with pupils and other classroom teachers in such activities such as preparing material for the school newspaper, or yearbook, assisting with PTA programs, or coordinating entries in essay contests.
- May sponsor student activities and participate in faculty committees

ELIGIBILITY

- Possesses a secondary teaching credential in English
- Has minimum of three years of successful teaching experience in English areas
- Employee must be available to begin working upon selection. If under contract from another district, the employee must show proof of release from their contract in order to be selected.

SELECTION CRITERIA

- Has knowledge of successful teaching techniques, curriculum, classroom organization and student discipline
- Possesses effective communication skills and organizational ability
- Has ability to promote positive action toward the realization of departmental objectives
- Has ability to foster good interpersonal relations among students, staff and community
- AUSD requires all employees to have the COVID-19 vaccine

SALARY AND EMPLOYMENT

- Teacher work year
- \$60,755 - \$86,485 depending on experience and education
- Health and other benefits packages with a value up to approximately \$21,300. In AUSD, there isn't any additional cost for adding eligible dependents on our standard health benefits package

APPLICATION PROCEDURE

- Apply on www.edjoin.org
- Attach all support materials (cover letter, 3 professional references, resume, and a copy of appropriate credentials)

Nondiscrimination

The Alhambra School District is an Equal Opportunity Employer and does not discriminate on any basis protected by law.