JOB DESCRIPTION
CLASSROOM TEACHER – SECONDARY, 6-12

SUMMARY
Provides education program for pupils in grades 6-12 and assists in other school programs as assigned.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the site principal and his/her administrative staff as assigned. No supervision is exercised over other district personnel.

DUTIES AND RESPONSIBILITIES
The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed below.

• teach courses in the subject matter assigned to secondary pupils, utilizing course of study adopted by the Board of Trustees and other appropriate learning activities;

• instruct 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 district;

• develop a balanced subject matter program involving factual background materials, material on current events, discussion time and other appropriate activities designed to encourage pupils to develop skills and attitudes, draw conclusions, achieve improved interpersonal relationships and make value judgments based on scientific methods of inquiry;

• provide individual and small group instruction in order to adapt the curriculum to the needs of pupils with varying intellectual abilities, attitudes and cultural backgrounds;

• develop knowledge of the purpose, structure, and operation of the American governmental and economic system and the rights and responsibilities of American citizenship as appropriate to the assigned class;

• make material from current magazines, television programs, etc., available to pupils;

• encourage pupils to become aware of the complexity and interrelations of local, state, national and world problems;

• establish and maintain standards of pupil behavior needed to provide an orderly, productive classroom environment;

• create, with the assistance of pupils, interest centers and displays with material to enhance learning;

• evaluate each pupil’s development in course being taught and prepare progress reports;

• maintain professional competence through participation in in-service education activities provided by the district and/or in self-selected professional growth activities;

• participate cooperatively with the principal or his/her designee to mutually develop the system by which he/she will be evaluated in conformance with the district’s uniform guidelines for evaluation and assessment;

• select and requisition books, instructional aids and instructional supplies and maintain required inventory records; may request resource speakers and field trips;
• communicate with parents and school counselors to discuss the individual pupil’s progress;
• identify pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude and learning problems;
• supervise pupils in out-of-classroom activities during the assigned working day;
• participate in curriculum and other developmental programs within the school or assignment and/or on a district level; may teach under modular or flexible scheduling plans;
• perform basic attendance accounting for Business Services as required;
• share in the sponsorship of pupil activities such as student government or model United Nations and participates in faculty committees; and
• plan and coordinate the work of aides, teacher assistants or other para-professionals as needed.

QUALIFICATIONS AND REQUIREMENTS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of and ability to:
• maintain above average recommendations from student teaching supervisors and other professionals who have observed the personal characteristics, scholastic attainment and classroom performance of the teacher;
• create a flexible program and class environment favorable to learning and personal growth;
• motivate pupils to develop skills and attitudes;
• establish effective rapport with students;
• establish good relationshps with parents and other staff members;
• provide a good educational foundation for post secondary education in accordance with each pupil’s ability;
• foster an attitude of life-long learning;
• improve and maintain professional skills and knowledge; and
• be flexible and receptive to change.

EXPERIENCE AND EDUCATION
Any combination equivalent to experience and required education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities could be:

Experience:
• student teaching (8 semester hours or 180 clock hours) or one full year of full-time secondary classroom teaching experience.

Required education:
• Bachelor’s degree from an accredited college or university;
• valid California teaching credential authorizing instruction in assigned position and curriculum area.

Preferred education:
• CLAD
• B-CLAD
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 regularly is required to stand, sit and walk. The employee is frequently required to: use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics 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.

Healdsburg Unified School District
Board adopted: