



*CERTIFICATED JOB DESCRIPTION*

**SECONDARY CLASSROOM TEACHER**

**General Definition:**

Under the direction of the site administration, teaches and instructs students in academic subject matter, classroom, behavioral, and other educational skill areas: plans, develops, organizes, and conducts a comprehensive education program for students, and assists in the exploration of career, college and vocational choices.

**Employment Term:**

Annual certificated contract days as per collective bargaining unit agreement.

**Salary:**

Appropriate placement on the certificated salary schedule.

**Supervision From:**

Principal/Designee

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform relevant essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:**

Baccalaureate or higher degree with an academic major and professional preparation program which includes student teaching for the teaching credential(s) held.

**Certificates and Licenses:**

Current valid California secondary teaching credential in applicable subject area, and CLAD/BCLAD/ELL/SDAIE certification. Must be highly qualified in applicable subject area. Possess TB and criminal justice fingerprint clearance.

**Duties and Responsibilities:**

1. Teaches and instructs in subject matter areas.
2. Implements educational curriculum, instructional goals and objectives. Consults educational trends and research findings.
3. Utilizes an adopted course of study, instructional program guidelines, and other materials in planning and developing lesson plans and teaching outlines.
4. Pursues a variety of methodology in teaching and instructing pupils, i.e. lectures, demonstrations, discussions, and laboratory experiences.
5. Conducts teaching and instructional activities using educational equipment, materials, books, and other learning aids.

6. Provides instruction in subject matter and standards specified by legal mandate, District policy, and administrative regulations.
7. Plans, develops, and utilizes a variety of instructional materials and aids appropriate to the intellectual and instructional level of pupils from varied socio-economic and cultural backgrounds and who possess a range of mental and emotional maturity.
8. Individualizes and adapts educational processes and procedures to enhance pupil educational opportunities and learning as stated in an IEP or 504 plan.
9. Provides group and individual instruction to motivate pupils and effectively utilizes the time available for instructional activities
10. Maintains appropriate standards of pupil behavior.
11. Reviews, analyzes, evaluates, and reports pupil academic growth. Reports grades within the grade reporting window.
12. Participates in state and federal testing programs as appropriate to teaching assignment.
13. Confers with and communicates with parents, school, and District personnel regarding pupil progress and in the interpretation of the educational program.
14. Cooperatively pursues alternative solutions to improve all pupil learning, and to enhance expanded academic, social, and emotional growth opportunities.
15. Selects and requests appropriate educational supplies, materials, books, equipment, and learning aids.
16. Performs a variety of non-instructional duties, including curriculum and instructional development activities, student supervision, and consultation activities in accordance with collective bargaining agreement.
17. Attends faculty, collaboration, SST, IEP, 504 and other meetings in accordance with the collective bargaining agreement.
18. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
19. Other related duties as assigned.

**Physical Requirements:**

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 frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 40 lb. such as boxes of books. The employee is directly responsible for safety, well-being, of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and staff.

**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.

The noise level in the work environment is moderate to loud.