CERTIFICATED

CLASSROOM TEACHER - GRADES 7-12

JOB SUMMARY:

Under administrative direction, a teacher in the San Dieguito Union High School District is responsible for providing instruction in content areas. The teacher plans, implements and evaluates student learning and activities in assigned teaching areas aligned to the mission, goals, and objects of the District. The teacher works and cooperates with colleagues in order to establish content goals, and is responsible for communicating with parents regarding student progress.

REPRESENTATIONAL DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

ESSENTIAL FUNCTIONS:

1. Develops and teaches skills and knowledge in the assigned areas utilizing courses of study adopted by the Board of Trustees. To allow for and to encourage flexibility, teachers may develop performance goals and objectives which would fulfill the adopted course of study.
2. Provides for individualized and/or grouped instruction in order to adapt the curriculum to the needs of students with varying intellectual abilities, attitudes and cultural backgrounds.
3. Encourages students to develop opinions, draw conclusions, achieve improved interpersonal relationships and make judgments pertinent to the subject area.
4. Instructs students in basic communication skills and other general elements of the course of study common to all teachers.
5. Provides a learning environment in which emphasis is placed upon the development of a positive self-concept.
6. Supervises each class period and establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.
7. Evaluates student's performance according to the student's progress in relation to clearly stated goals and objectives.
8. Provides student grades and progress reports in accordance with the adopted school grading policy.
9. Assists in the administration of the district's standardized testing program when requested by the building principal.
10. Maintains professional competence through inservice activities provided by the district and in self-selected professional growth activities.

11. Attends and participates in all appropriate staff meetings, department meetings within the school of assignment and/or on a district level.
12. Exhibits professional cooperation with school personnel as shown through following proper channels of communications, filing of reports, willingness to participate on committees, and participation in curriculum and other departmental programs.
13. Obtains administrative approval when arranging for visitors or speakers and planning and conducting field trips.
14. Participates with the principal or designee to discuss the method(s) by which the teacher will be evaluated in conformance with the district's uniform guidelines for evaluation and assessment.
15. Attempts to identify and assess student learning needs and problems and when necessary takes action to inform parents and/or the appropriate school personnel of those needs and problems.

OTHER DUTIES:

1. Assists is the selection of curriculum materials, instructional aid supplies and maintains required inventory records.
2. Responds to parent and school counselors concerning the individual student's progress.
3. Supervises students in out-of-classroom activities during the assigned work day and reports infractions of the established school's rules to the appropriate authority.
4. Performs attendance accounting and business services as required
5. Maintains a classroom environment which takes into account the physical and emotional safety of all students.
6. Encouraged to share in the sponsorship of student activities such as school clubs, organizations, and commencement exercises.
7. Supports and attends school related events.
8. Implements regulations and establishes procedures when applicable to assure that school owned materials, equipment and facilities are properly used and cared for by students and staff.
9. Assumes other adjunct duties beyond the normal school day as assigned in an as equitable manner as is possible by the site administrator.
10. Follows all school and district policies not specifically listed above.

QUALIFICATIONS:

Education: Bachelor's degree from an accredited college or university and completion of fifth year college or university teaching credential program; Master's degree preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

1. A valid California credential authorizing the services to be assigned - Required
2. English Learner Authorization - Required

CLEARANCES:

1. Criminal Justice Fingerprint/Background Clearance
2. Physical Exam including drug screen
3. Tuberculosis Clearance

LANGUAGE SKILLS:

Ability to read, analyze and interpret documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write lesson plans, speeches and articles using original or innovative techniques or style. Ability to make effective presentations to students.

TECHNOLOGY SKILLS:

Familiarity navigating current educational platforms.

WORKING CONDITIONS:

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, walk, talk, and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop/bend, crouch, or squat. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral 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.

The noise level in the work environment is usually moderate.