

## **CERTIFICATED**

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### **CLASSROOM TEACHER – GRADES 7-12**

Primary Function:	To teach students in grades 7-12.
Secondary Function:	To assist in other school programs, activities, and responsibilities assigned by the building principal.
Directly Responsible To:	Building Principal

### **QUALIFICATIONS**

A valid California credential authorizing the services to be performed.

### **APPOINTMENT**

1. The Superintendent shall recommend candidates to the Board of Trustees for appointment.
2. The candidates shall be selected from among a list of qualified applicants selected through the medium of interview and examination procedures established by Board Policy.

### **OPERATIONAL RESPONSIBILITIES**

The Superintendent is authorized to develop a job description for the classroom teacher (grades 7-12) that will define specific areas of responsibility.

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The duties of all classroom teachers shall include the following:

### MAJOR DUTIES AND RESPONSIBILITIES

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 individualized 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 attitudes, draw conclusions, achieve improved interpersonal relationships and make value 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.

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13. Obtains administrative approval when arranging for visitors or speakers and planning and conducting field trips.
14. Participates with the principal or his designee to mutually develop the system by which he 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 AND RESPONSIBILITIES**

1. Assists in the selection of curriculum materials, instructional aid supplies and maintains required inventory records.
2. Responds to parents 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 basic attendance accounting and business services as required.
5. Maintains a classroom environment which takes into account sound health and safety practices.
6. Shares in the sponsorship of student activities such as school clubs, organizations, and commencement exercises.
7. Supports and attends school related events when requested by the building principal.
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 on an equitable basis by the site administrator after consultation with the certificated staff member concerned.
10. Follows all school and district policies not specifically listed above.