

# Aromas-San Juan Unified School District

## Teacher Job Description

### **Description of Basic Responsibilities:**

To plan, prepare, and instructs students in accordance with California State Curriculum Standards.

**Supervisor:** Principal or designee.

### **Essential Duties:**

1. Provides instruction to students using the course of study adopted by the Board of Education and appropriate standards based curriculum materials guidelines in teaching individual course content.
2. Meets and instructs assigned classes in the locations and at the times designated.
3. Develops standard based lesson plans and appropriate instructional aids.
4. Demonstrates concepts using appropriate technology and/or teacher prepared instructional aids. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
5. Provides opportunities when needed for individualized and small-group instruction to adapt the curriculum to the needs of each student.
6. Design learning activities that will relate curriculum to the real world situations.
7. Establishes and maintains standards of pupil behavior, based upon the school discipline program, needed to provide an orderly, productive classroom environment.
8. Assesses each student's progress in curriculum knowledge and skills.
9. Selects and requisition books, instructional aids, and instructional supplies; maintains required inventory records.
10. Communicates with parents/guardians to discuss the individual students' progress.
11. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
12. Participate in student studies teams, 504, and Individualized Education Program (IEP) meetings to maximize each student's potential.
13. Supervises students in out of classroom activities during the assigned workday.
14. Participates in professional learning community (PLC) for curriculum and other developmental programs.
15. Participates in the analysis of data through a PLC to improve student achievement.
16. Administers benchmark assessments to provide teacher feedback on student achievement in a timely manner.
17. Maintains professional competence through in-service education activities provided by the District and in self-selected professional growth activities.
18. Participates in staff committees and sponsorship of student activities.

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19. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
20. Prepares for classes assigned and shows written evidence of preparation upon request of Principal.
21. Guides the learning process toward the achievement of standard based curriculum goals and establishes clear standard based objectives for all lessons, units, and to communicate these objectives to students.
22. Strives to implement by instruction and action the District's philosophy of education and standard based instructional goals and objectives.
23. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
24. Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulation.
25. Assists the administration in implementing all policies and rules governing behavior and for the classroom, develops reasonable rules of classroom behavior and procedures, and maintains order in the classroom in a fair and just manner.
26. Makes provisions for being available to students and parents for education related purposes outside the instructional day when required or requested to do so under reasonable terms.
27. Plans and supervises purposeful assignments for teacher aide(s) and volunteer(s) and, cooperatively provide input on their job performance.
28. Attend staff meetings and serves on staff committees as required.

**Evaluation:**

Performance of this job will be evaluated in accordance with board policy on evaluation and the Aromas-San Juan Teachers Association collective bargaining agreement.

**Accommodations:**

Reasonable accommodations may be made to enable a person with disability to perform their essential functions of the job.

**Qualifications:**

1. Must possess a valid California teaching credential appropriate to assignment.
2. Must possess a valid California driver's license.