

CERTIFICATED TEACHER

JOB DESCRIPTION

Adopted by the Board:
June 18, 1987

Under the supervision of the school principal, or designee, the certificated teacher is responsible for the instruction of students assigned including the progress of students toward standards of expected achievement, the instructional techniques and strategies to be utilized, the adherence to district established curricular objectives and the establishment and maintenance of a suitable learning environment. Teachers are responsible for the performance of such other duties as required to support the instructional program, the welfare of students within the school system and the teaching profession.

MAJOR DUTIES

1. Instruction: Progress of students toward standards of expected achievement.

1.1 The teacher assesses the students' initial knowledge and skills, plans and provides instruction and learning activities, and assess student performance to assure progress toward standards of expected student achievement.

1.2 The teacher maintains accurate records of student performance to provide a method to assess student progress toward standards of expected achievement.

1.3 The teacher manages the student learning program both in class and outside class to assure progress toward standards of expected achievement.

2. Instruction: Instructional techniques and strategies utilized:

2.1 The teacher maintains his or her knowledge of subjects taught and instructional techniques relating to those subjects at a high level.

2.2 The teacher maintains her of her skills relative to subjects taught and effective instructional techniques at a high level through participation in district and self selected in-service training and educational progress designed to enhance those skills.

2.3 The teacher prepares lesson objectives and strategies previous to instruction in order to assure high quality student learning.

2.4 The teacher presents the instruction with enthusiasm and communicates value for the material taught.

2.5 The teacher plans for and utilizes techniques to motivate students to learn the materials sought.

2.6 The teacher uses instructional techniques which are appropriate to the lesson to the lesson objectives, appropriate to students being taught, and effectively result in desired student learning outcomes.

3. Instruction: Adherence to established curricular objectives

3.1 The teacher maintains a high level of knowledge of the approved curriculum, courses of study, and instructional materials relative to his/her assignment.

3.2 The teacher plans and implements instruction which is consistent with approved curriculum and course of study.

3.3 The teacher utilizes adopted instructional materials, supplementary instructional materials and teacher developed instructional materials which are consistent with the approved curriculum and course of study.

4. Instruction: Establishment and maintenance of a suitable learning environment

4.2 The teacher establishes, manages, and supervises the discipline of students under his/her supervision to promote effective learning and student safety and welfare.

4.3 The teacher manages the activities conducted under her/her supervision to promote effective learning; and student safety and welfare.

4.4 The teacher manages the room arrangement and room decoration under his/her control to promote effective learning and student safety and welfare.

5. OTHER DUTIES

5.1 The teacher completes required reports and inventories appropriate to his/her assignment.

5.2 The teacher attends and participates in required staff and student welfare meetings appropriate to his/her assignment and subject to limitations in the Certificated Master Agreement.

5.3 The teacher supervises students in out of classroom assignments to promote student safety and welfare subject to limitations in the Certificated Master Agreement.

5.4 The teacher maintains positive working relationships with the parents of his/her students and keeps parents informed of student progress through such methods as required and teacher supplemental progress reports; parent conferences; back-to-school night; and open house.

5.5 The teacher maintains positive, professional working relationships with other employees within the school system.

5.6 The teacher plans and supervises the work of instructional aides with the students assigned to that teacher.

5.7 The teacher adheres to the duly approved rules and regulations adopted by the Board of Trustees and approved through the Certificated Master Agreement.

5.8 The teacher adheres to the professional Code of Ethics adopted by the State of California.

5.9 The teacher advises and supervises student clubs and class activities as appropriate to his/her assignment and subject to the limitations of the Certificated Master Agreement.

5.10 The teacher performs adjunct duties relative to student social, athletic, musical and dramatic events as appropriate to his/her assignment and subject to the limitations of the Certificated Master Agreement.

QUALIFICATIONS:

Possession of a current California Teacher Credential appropriate to the assignment.