

**SECONDARY CLASSROOM TEACHER–ENGLISH****DEFINITION:**

Under the direction of the principal and/or assistant principal, teach one or more classes in the field of English to students in grades 7 through 12; assist in other school programs as assigned; and create a flexible program and environment favorable to learning and personal growth in accordance with each student's ability.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Teach knowledge and skills in English, including, but not limited to English language, literature, and composition, as well as in speech, reading and journalism, to secondary students utilizing course of study adopted by the Board of Education, and other appropriate learning activities; provide individualized and small group instruction in order to adapt the curriculum to the needs of each student; instruct students in citizenship, basic communication skills, and other general elements of the course of study as specified in State law and the Administrative Regulations and procedures of the school district.
- Plan a balanced English program, and organize daily class time so that instruction can be accomplished within the allotted time; develop weekly lesson plans and instructional materials; translate lesson plans into learning experiences so as to best utilize the available time for instruction; provide appropriate, detailed instructions/plans for substitute teacher in event of absence.
- Identify student needs and assist and cooperate with school and District personnel in assessing student needs; develop alternative solutions to individual educational planning and adapt curriculum offerings to meet individual educational needs; adapt materials and methods to develop relevant sequential assignments that guide and challenge students.
- Work with students and other classroom teachers in such activities as preparing material for the school newspaper or yearbook, assisting with PTA programs, or coordinating entries in essay contests; may share in the sponsorship of student activities.
- Establish and maintain appropriate standards of student behavior, utilizing a variety of behavior management strategies and techniques, including behavior modification, reinforcement and other positive behavior shaping processes, as needed; provide an orderly, productive classroom environment; cooperate in school-wide supervision of students during out-of-classroom activities, including student activities.
- Evaluate each student's progress in English skills (listening, speaking, reading and writing); keep appropriate records; prepare, administer, score, and record results of a variety of criterion-referenced and standardized tests in evaluating student progress; prepare progress reports and report cards, utilizing District systems.
- Establish and maintain timely and effective communication with parents, school counselors on the individual student's progress through a variety of means, including through a home page; hold parent conferences, when needed, to discuss the individual student's progress and interpret the school English program.
- Create an effective environment for learning within the physical resources provided by the District; may insure a comfortable room environment through control of heating, lighting, and ventilation to the extent possible; provide reasonable safety precautions to protect students, equipment, materials and the school facility; create an effective social and behavioral climate to encourage student learning.
- Select and requisition appropriate books, instructional aids and instructional supplies; maintain required inventory records; perform basic attendance accounting and business services as required.
- May plan and coordinate the work of aides, teacher assistants, student teachers, other paraprofessionals and/or volunteers.
- Maintain professional competence through participation in in-service education activities provided by the district and/or in self-selected professional growth activities; participate in faculty and/or district meetings and committees; participate cooperatively with the appropriate administrator to develop goals by which she/he will be evaluated in conformance with State and District guidelines.

- Maintain District standards including sharing in the responsibility of the school programs; fulfilling responsibilities and duties in a timely and efficient manner; accepting supervision and direction; promoting a professional image; maintaining confidentiality in professional relationships; adhering to all federal and state regulations, Education code, District policies and District curriculum and content standards.
- May perform other duties as assigned.

**QUALIFICATIONS:**

Knowledge of:

Basic subject matter of English; principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of secondary students; child growth and development and behavior characteristics of the 7 through 12 grade child; educational curriculum, instructional goals and objectives, and educational trends and research findings pertaining to educational programming; behavior management strategies, techniques and methods, and conflict resolution procedures; socio-economic and cultural background differences of the general school population.

Ability to:

Plan, organize, develop and conduct a comprehensive teaching and instruction program in English for students in secondary grades; provide effective learning experiences for students from a wide range of socio-economic and cultural backgrounds and with varying mental, social, and emotional levels; assess the educational needs of students, and design, develop, and implement sound individualized educational plans; provide stimulating learning environment; utilize technology to enhance classroom lessons and as a means for various types of communication and record keeping.

Experience:

Student teaching, internship, or full-time teaching.

Education:

Bachelor's degree from an accredited college or university.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of supplies and other work related materials will vary, but generally be of less than twenty pounds. (This is a partial listing of physical requirements. A complete list is available in Personnel Services upon request).

Licenses/Credentials:

Valid California Single Subject Credential or other appropriate credential authorizing service in English; and an English Learner authorization. Must be certified as "Highly Qualified" under No Child Left Behind Act. Possession of a Valid California Driver's License, if required.