

East Side Union High School District

Job Title: Teacher

Description of basic functions and responsibilities:

Develops and present lessons to students; evaluates students' progress; maintains proper classroom control and learning environment; assists in curriculum development; supports and supervises co-curricular activities.

Major duties and responsibilities:

Develops and presents lessons that demonstrate planning and preparation and are consistent with the district course of study.

Develops and presents lessons whose performance objectives are understood by the students and are supportive of district goals.

Evaluates student progress based primarily on achievement of performance objectives

Uses a variety of instructional techniques and materials which are appropriate to the course and to the students

Maintains proper control and preserves a suitable learning environment.

Demonstrates and promotes punctuality.

Maintains current records of student attendance and progress that can be easily understood and readily interpreted by others

Participates with fellow staff members in the development and implementation of curriculum and instruction and other appropriate departmental activities

Keeps up to date in subject area and continually works for the improvement of instructional techniques.

Makes periodic evaluation of the subject(s) taught.

Adheres to approved district course of study, policies and procedures

Attends and participates in departmental school and district meetings.

Supervises the proper use of equipment and facilities with the students' safety in mind

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Other duties and responsibilities

Treats students with courtesy and respect

Demonstrates an awareness of students' social, psychological, emotional, and academic needs

Acknowledges professional responsibility to support and supervise co-curricular activities.

Shares ideas, techniques and materials as appropriate with other staff members

Demonstrates willingness to offer and receive suggestions.

Cooperates in the use and care of all equipment and materials

Demonstrates an awareness of the total school and district educational programs

Attends conferences and reads professional literature.

Maintains current knowledge of available instructional materials

Works cooperatively with district subject area coordinators in carrying out district programs.

Keeps informed of social, political and economic developments in the school district community.

Demonstrates an awareness of the socio-economic and ethnic makeup of the community

Has knowledge of the functions of the various community agencies including referral services.

Actively participates in school/community related organizations.

Promotes community responsibility among students

Helps to inform the community of the services and educational opportunities available through the school

Recognizes his or her functions as being in loco parentis and acts in accordance with state law and district and school regulations.

Supervision exercised or received

Under general supervision of the principal

Supervisory responsibility over classified personnel assigned to his or her classes

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Minimum qualifications

Appropriate secondary teaching credential

Minimum college degree to satisfy credential requirements

Evaluation

Semi-annually by principal or designate for 1st year teachers

Annually by principal or designate for probationary teachers

Bi-annually by principal or designate for teachers with permanent status