

SWEETWATER UNION HIGH SCHOOL DISTRICT

GENERAL JOB DESCRIPTION FOR THE SECONDARY CLASSROOM TEACHER

BRIEF DESCRIPTION OF POSITION: A certificated employee who teaches classes in grades 7-12.

1. MAJOR DUTIES AND RESPONSIBILITIES

- 1.1 The teacher provides, within his control, learning experiences and a classroom environment necessary to ensure that students meet district established goals and objectives and the more limited goals and objectives of the assigned course of study according to the student's level of abilities and interests.
- 1.2 The teacher provides instruction according to his assignment in accordance with the Governing Board's adopted course outlines, using appropriate course notes and suggestions which incorporate performance objectives for his specific area of study.
- 1.3 The teacher assists pupils in the development of citizenship, responsible and ethical values, basic communication skills, and other general elements of the course of study common to all teachers, as specified in state law and administrative regulations and procedures of the school district.
- 1.4 The teacher provides, whenever possible, appropriate individual and small group instruction in order to adapt the curriculum to the needs of the pupils with varying intellectual abilities, attitudes, and cultural backgrounds.
- 1.5 The teacher establishes and maintains standards of pupil behavior needed to provide an orderly and productive classroom environment.
- 1.6 The teacher evaluates each pupil's development in the course being taught, prepares progress reports and reports grades as required.

2. OTHER DUTIES AND RESPONSIBILITIES—THE TEACHER:

- 2.1 Aids in selection and requisition of books, instructional aides, supplies, and maintains required inventory records.
- 2.2 Communicates with parents and school counselors to further the individual pupil's progress.
- 2.3 Identifies pupil needs, and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
- 2.4 Supervises the safety and welfare of pupils in out-of-classroom activities as equitably assigned.
- 2.5 Shares in the sponsorship and supervision of approved pupil activities as equitably assigned.

General Job Description
Secondary Classroom Teacher

- 2.6 Participates in faculty committees and in curriculum and other developmental programs within the school of assignment and/or on a district level.
- 2.7 Maintains professional appearance as defined in Board Policy.
- 2.8 Meets assigned classes, attends committee meetings, faculty meetings and school appointments in a punctual manner.
- 2.9 Maintains accurate records and provides reports to students, parents and/or administration as required by his assignment.
- 2.10 Cooperates with other staff members and the administration for the general welfare of the students, parents, school, administration, and the community.
- 2.11 Maintains a professional relationship with students, staff members, parents and the community.
- 2.12 Participates in the evaluation of the total school program.
- 2.13 Assists in planning and coordinating the works of aides, teacher assistants, and para-professionals who are under his direct supervision.
- 2.14 Must be aware of many cultural and ethnic groups in the school district and willing to enroll in district cultural-awareness programs.

Approved by
Board of Trustees
June 28, 1973