

HOWELL MOUNTAIN SCHOOL DISTRICT

CERTIFICATED POSITION DESCRIPTION

POSITION: Classroom Teacher

PRIMARY FUNCTION

The teacher shall plan, carry out, evaluate, and supervise instructional activities for groups of students and for individual students.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

Teaches Knowledge and Skills--Develops and teaches skills and knowledge, utilizing current standards:

- Plans in conformance with the district's and state's philosophy, goals and objectives.
- Demonstrates knowledge of assigned curriculum areas
- Revises, organizes and adapts instructional materials adopted for Howell Mountain School District basic and supplementary classroom instruction.
- Prepares supplementary materials when needed.
- Is articulate in communicating with students.
- Provides instruction that indicates preparation and organization.
- Selects appropriate instructional methods.
- Assesses the needs and abilities of students and effectively applies proven teaching procedures to accomplish educational goals.
- Evaluates the effectiveness of material, methodology.
- Evaluates student progress and adapts student's individual program accordingly.
- Maintains current and complete lesson plans available for review and inspection by supervisors.
- Prepares suitable lesson plans for substitutes.
- Supervises and plans for classroom aides and volunteer aides when appropriate and available.

Maintains Proper Control and a Suitable Learning Environment--Assures that the conditions for learning and the work of the individual and groups are safe, orderly and effective.

- Exercises continuous supervision of students.
- Provides for good health and safety practices.
- Supervises proper use of and adequately maintains facilities, equipment and material.
- Involves assigned students in planned activities.
- Maintains a classroom environment conducive to learning in accordance with established codes of conduct.

Maintains Good Pupil Relationships--Works effectively with students to develop maturity and their feeling of individual worth.

- Deals justly, considerately and courteously with each pupil.
- Assists pupils when they need help
- Treats students with respect.
- Listens to students and considers their opinions.
- Avoids sarcasm, ridicule and intimidation

Maintains Positive Parent/Community Relations--Utilizes support from parents and the community to foster student success.

- Employs parent and community participation, as available, in regular classroom and extra-curricular programs planned and implemented through classroom.
- Keeps records of students' progress and prepares progress reports for parents at appropriate intervals demonstrating students are meeting satisfactory proficiency levels commensurate with their ability.
- Communicates with parents regarding the educational and social progress of pupils.
- Advises and assists parents when home assistance and study is necessary to maintain academic progress.
- Works with appropriate personnel to recommend special educational assistance.

- Informs and assists parents and pupils with regard to student behavior. Works cooperatively with appropriate personnel in attempting to resolve problems.

Complies with Policies, Regulations and Procedures--Assists with the efficient operation of the school program.

- Knows job description and conditions of employment.
- Complies with school, district and state policies and procedures.
- Communicates administrative information to students and parents.
- Implements school decisions and follows directives.
- Requires students to comply with school and district rules and regulations.
- Is punctual to class and all other assignments.
- Keeps administrator/secretary informed of all relevant school matters.

Maintains Professional Demeanor--Furtheres the total school programs and morale.

- Treats all pupil personnel information in a professional manner.
- Adheres to the "Code of Ethics of the Teaching Profession." (BP 4118.22(b) Addendum)

Performs Extra Duties As Assigned--Assists with the extra-curricular program of the school as required.

- Knows and performs duties assigned.
- Promptly refers irregularities to the proper authorities.
- Attends assemblies held during class hours unless otherwise assigned.
- Assists in extra-curricular activities and school events as addressed by the current Employer/Employee Agreement.
- Maintains positive relationships with fellow staff members.
- Attends meeting called by the principal/superintendent other persons authorized to call meetings within the confines of the Employer/Employee Agreement.
- Attends and participates in required in-service training activities and may assist in planning in-service programs.

EMPLOYMENT QUALIFICATIONS:

The minimum requirements are a bachelor's degree and a valid California teaching credential authorizing service in the assigned segment and subject area(s) of competency. CLAD or B-CLAD certification required within 2 years of date of hire.

SUPERVISED BY

Is supervised by the site administrator.

ESSENTIAL PHYSICAL CHARACTERISTICS

- Visual ability to read and interpret a printed page.
- Hearing acuity, with or without aid, sufficient to hear a student's voice.
- Articulate and clearly understood.
- Degree of mobility needed to supervise student activities.
- Able to write legibly.
- Energy sufficient to fulfill requirements of position.

SALARY

Certificated salary schedule based on up to 5 years' experience and post-bachelor's academic credit.

Howell Mountain School District is an Equal Opportunity Employer. State and federal law and Howell Mountain School District policy prohibit discrimination or sexual harassment toward students or staff during any educational activity. Howell Mountain School District does not discriminate on the basis of race, color, national origin, religion, gender, marital or parental status, sexual orientation, age, or handicap in its educational programs, activities, or employment practices as required by Title VI of the Civil Rights Act, Title IX of the Education Amendments, the Age Discrimination Act, Section 504 of the Rehabilitation Act, and the Vocational Educational Act. For information concerning the complaint procedure, call 965-2423.