

Escondido Union High School District Job Description

Job Title: High School Teacher
Employee Unit: Certificated Bargaining Unit
FLSA Status: Exempt
Salary Level: Certificated Salary Schedule
Approved By: Board of Trustees
Approved Date: 10/15/1996

SUMMARY

Teaches one or more subjects to students in public secondary school by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Instructs students by lecturing, demonstrating, and using audiovisual aids and other materials to supplement presentations.

Prepares course objectives and outline for course of study following curriculum guidelines or requirements of state, district and school.

Assigns lessons and corrects homework.

Administers tests to evaluate pupil progress, records results, and issues reports to inform parents of progress.

Keeps attendance records.

Maintains discipline in classroom.

Meets with parents to discuss student progress and problems.

Participates in faculty and professional meetings, educational conferences, and teacher training workshops.

May perform related duties such as sponsoring one or more activities or student organizations, providing adult supervision for co-curricular events, serving on school and/or district committees, and working with team of colleagues responsible for improving instruction and school climate.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree from an accredited college or university and completion of fifth year college or university teaching credential program.

LANGUAGE SKILLS

Ability to read, analyze, and interpret documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write lesson plans, speeches and articles using original or innovative techniques or style. Ability to make effective presentations to classrooms of students.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Secondary credential, authorizing the teaching of subject area to which assigned.
English Learner Authorization
Valid California Drivers' License

OTHER SKILLS AND ABILITIES

Clerical and Administrative Support positions require a working knowledge of Microsoft computer applications, including Microsoft Word, Excel, GroupWise.

Ability to create an atmosphere in the classroom where students are encouraged to develop their full potential; ability to communicate with students in a warm, caring, considerate manner, with the ability to find a balance between professional distance and concern for individuals; ability to establish and maintain a cooperative rapport with other teachers, counselors, classified staff and administration; ability to organize classroom activities, maintain classroom order; ability to keep records and meet deadlines in grade reporting, attendance reporting, etc, and the ability to respond to parents and proactively keep parents informed of student progress, problems or concerns.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to sit. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

COMMENTS

The Escondido Union High School District is committed to excellence in education and employees working under this job description are expected to share that commitment and to continue to grow through participation in staff development and professional growth. to serve as role models for students, to present a professional appearance, to demonstrate a caring attitude toward students, other staff and parents, to believe in and demonstrate a team effort, and to exhibit integrity and competence in serving as a teacher in the Escondido Union High School District.