

WEST COVINA UNIFIED SCHOOL DISTRICT

TEACHER - SECONDARY CLASSROOM

Brief Description of Position

The teacher provides an educational program within the scope of the district's philosophy and goals.

Directly Responsible to:

Appropriately assigned supervisor/administrator

Major Duties and Responsibilities

1. Teaches students skills specific to the subject area(s) for which the teacher is credentialed and employed to teach
2. Instructs students in citizenship, basic communication skills, and other general elements of the course of study specified in state law and administrative regulations and procedures of the school district
3. Provides for individualized and/or small group activities in order to adapt instruction to the needs of each student
4. Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom
5. Establishes clear objectives for all lessons, units, projects, and performances (if applicable) and communicates these objectives to students
6. Diagnoses individual learning disabilities of students on a regular basis and prescribes appropriate remediation theory and techniques seeking the assistance of other district professionals as required
7. Employs instructional methods and materials that are most appropriate for meeting stated objectives
8. Assesses accomplishments of students on a regular basis, keeps appropriate records of students' academic achievement and social behavior and communicates with parents on individual student progress
9. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
10. Maintains professional competence through participation in inservice education activities provided by the district and/or self-selected professional growth activities
11. Selects and requisitions books, instructional materials, and supplies as needed, and maintains required inventory records
12. Insures a comfortable room environment through control of heating, lighting, and ventilation to the extent possible

13. Responsible for district property and equipment in order to prevent loss or abuse, makes minor adjustments and requests repairs when necessary
14. Administers tests in accordance with district, state, and/or school testing program
15. Participates in development of curriculum and/or other programs within the school of assignment and/or on a district level
16. Plans, rehearses, and directs pupils in school and community programs and applies knowledge of district procedures and limitations set forth (Music Teachers)
17. Plans, coordinates, directs, and supervises the work of assigned instructional aides, teacher assistants, volunteers, and other paraprofessionals; consults with principal or immediate supervisor regarding evaluation of assigned instructional aides
18. Maintains professional competence through participation in professional development provided by the district, and/or in self-selected professional growth activities
19. Teachers are expected to fulfill the duties assigned over and beyond their classroom teaching assignment that relate to the total program of school and student activities. These may include among others, campus and cafeteria supervision, after school and evening activities, counseling and parent conferences. These and other duties are to be assigned as equitably as possible.

Experience and Education:

Possess a valid teaching credential authorizing instruction in a secondary setting in the appropriate subject matter; must meet all other District policy and governmental statutory requirements

Approved: July 1972
Reviewed: February 2010