

# DESERT SANDS UNIFIED SCHOOL DISTRICT

## Job Description

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**Title:** Secondary Classroom Teacher

**Reports To:** Principal

**Department:** School Site

**Classification:** Certificated

**Work Year:** 10 Months

**Salary:** Certificated Salary Schedule

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### **Basic Functions:**

Provides an educational program for students in grades 6 through 12 in the specifically assigned duties and conducts herself/himself as a professional person, exhibiting the qualities of ability, personality and integrity that will make him/her respected by all those with who he/she associates.

### **Representative Duties:**

1. Develops and communicates rigorous learning objectives.
2. Instructs assigned students in groups or individually as required.
3. Implements California state standards and district adopted curriculum using research-based best practices.
4. Evaluates pupil growth and progress using state standards and adopted curriculum assessments.
5. Provides instruction to students with special needs in accordance with Individualized Education Plan (IEP), using support services as needed, and participate in IEP meetings as appropriate.
6. Prepares written plans and instructional materials that clearly organize long and short range teaching and learning objectives based on standards while adapting the curriculum to the needs of students with varying abilities, attitudes, and cultural backgrounds.
7. Submits lesson plans to immediate supervisor weekly or as requested.
8. Establishes, communicates, and maintains accepted standards of student behavior and conduct in a positive manner by establishing a good rapport with and between students and others involved in the learning processes and in accordance with District policies and procedures.
9. Create a classroom learning environment of respect, inquiry, and perseverance.
10. Evaluates student progress, maintains appropriate records, prepares progress reports, and effectively communicates student progress with students, parents and administrators.
11. Prepares and submits prompt and accurate records and reports such as grades and attendance as required.
12. Maintains suitable knowledge and skills in areas of specifically assigned duties through course work, in-service training, and professional growth activities.
13. Collaborates with peers, staff, and community agencies.
14. Performs other professional duties as assigned, including but not limited to, supervision of standardized tests, participation in directed student activities, working with professional committees.
15. Supervises pupils in out-of-classroom activities during the assigned working day.
16. Sets personal example of appropriate dress, speech and professional conduct.
17. Develops and maintains professional, cooperative relationships.

### **Knowledge and Skills Required:**

- Knowledge of guidelines and subject area curriculum and instruction.

- Principles, theories, practices, methods and techniques used in curriculum development, lesson planning and classroom instruction.
- Principles, theories, practices, methods and techniques to create a classroom environment that promotes positive student conduct and motivation for student learning.
- Child guidance principles and practices.
- Applicable sections of the State Education Code, District Policies and other applicable laws.
- Current trends and research concerning the growth and development of children.
- Federal, State and District standardized assessment requirements.
- Maintain consistent, punctual and regular attendance.

This description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

**Education and Experience:**

Successful and extensive teaching experience preferred.

**Licenses, Certifications and Testing Required:**

- Valid California Teaching Credential.
- Fingerprint/criminal justice clearance.
- Tuberculosis clearance.
- Must possess or have ability to obtain a valid California Driver's License or California Identification Card.
- Ability to meet No Child Left Behind requirements.
- Ability to obtain English Language Authorization.

**Physical Requirements and Working Conditions:**

The Office of Certificated Personnel Services embraces the American with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Services Division; and, the individual shall be able to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to push, pull, and transport instructional and/or presentation materials. Ability to lift 25 lbs. Furthermore, the duties require the employee to sit, walk, stand, bend, twist, stoop, reach, talk or hear. Specific vision abilities required by the job include close vision and distant vision with an ability to read, analyze and interpret printed matter and computer screens. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, while interacting with the public and other workers. Occasionally, the position requires the employee to work irregular and extended hours. Directly responsible for the safety, well-being or work output of other students. Ability to meet multiple demands from several people.

**Regular work year:** 184 days