



Central Union School District
Lemoore, CA

CENTRAL UNION SCHOOL DISTRICT
Teacher

JOB DESCRIPTION

ESSENTIAL FUNCTION

Provide effective instruction and supervision in assigned areas of responsibility.

DIRECTLY RESPONSIBLE TO

School Site Administrator

IMMEDIATE SUBORDINATES

Teacher Aide (if any)

EVALUATION CRITERIA (Job Description)

- A. Student Progress
The teacher will:
- diagnose students
 - formulate long-range objectives for students
 - use appropriate lesson objectives for students
 - use skills sequencing within a subject area
 - evaluate student progress
 - provide instruction, in their area of responsibility, in all board approved curriculum areas
- B. Professional Competence
The teacher will:
- possess current knowledge of subject matter
 - teach to an objective
 - apply the following principles of learning:
(a) motivation, (b) retention, (c) transfer, (d) reinforcement, (e) lesson design
 - monitor and correct student performance
 - take advantage of professional growth activities
- C. Control and Learning Environment
The teacher will:
- develop a positive classroom atmosphere
 - establish and maintain standards
 - maintain an environment conducive to learning
 - support on-task behavior
- D. Required Duties and Professional Responsibilities
The teacher will:
- supervise pupils
 - keep records and make reports as required
 - hold parent conferences when required, requested or appropriate
 - support district and school goals and objectives

- use discretion in communicating school matters
- be punctual to class and duty assignments
- follow school district regulations and policies
- maintain an appropriate appearance

E. Student Progress

1. The teacher will diagnose students
 - a. The teacher determines appropriate learning experiences for students based on on-going assessment.
 - b. The teacher assesses through general and specific analysis. (CTBS, teacher observation, curriculum continuums, etc.)
2. The teacher will formulate long-range objectives for students.
 - a. The teacher establishes priorities and determines general areas of instruction based on diagnosis.
3. The teacher will use appropriate lesson objective for students.
 - a. The teacher determines a target for teaching.
 - b. The teacher specifically identifies the content of the learning.
 - c. The teacher focuses on pupil behavior
 - d. The teacher determines appropriate methods, activities and materials based on specific diagnosis.
4. The teacher will use skills sequencing within a subject area;
 - a. The teacher analyses the skills necessary to reach the lesson objective.
 - b. The teacher sequences these skills in a logical order.
5. The teacher will evaluate student progress.
 - a. The teacher checks student performance.
 - b. The teacher evaluates this performance in relation to the lesson objective.
 - c. The teacher provides knowledge of results to the student.
 - d. The teacher plans successive lessons based on this evaluation of the student's performance.
6. The teacher will utilize board approved curriculum.
 - a. The teacher uses district curriculum continuums.
 - b. The teacher uses district approved textbooks.

F. Professional Competence

1. The teacher will possess current knowledge of subject matter.
 - a. The teacher imparts current and relevant information to students.
 - b. The teacher may attend classes, workshops and classroom visitations related to his/her teaching assignments.
2. The teacher will teach to an objective.
 - a. The teacher identifies what will be learned by the students during the course of the lesson.
 - b. The teacher assists students in focusing on the lesson objective.
 - c. The teacher provides relevant questions, directions and activities.
 - d. The teacher requires each student to perform the learning stated in the objective.
3. The teacher will apply the following principles of learning:
 Motivation – The teacher applies the principle of motivation by doing such things as:
 - a. making the lesson relevant to the learner's world.
 - b. letting the learner know at the beginning of the lesson what s/he will be expected to do by the end of the lesson.

- c. giving frequent feedback to the learner.
- d. helping the student experience success at the learning task.

Retention – The teacher applies the principle of retention by doing such things as:

- a. giving massed and frequent practice at the beginning of the learning.
- b. distributing the practice over a period of time once learning.

Transfer – The teacher applies the principle of transfer by doing such things as:

- a. bringing past learning to the learner’s attention which is similar to new learning task and will make new learning easier
- b. keeping separate any learning which would interfere with new learning
- c. practicing learning enough so that the student can spontaneously transfer the new skill to other learning tasks.

Reinforcement – The teacher applies the principle of reinforcement by doing such things as:

- a. acknowledging appropriate behaviors.
 - b. correcting inappropriate behaviors.
 - c. using extinction* when appropriate.
- (* ignoring those student behaviors which, in the course of time, will eliminate themselves without teacher intervention)

Lesson design – The teacher applies the principle of lesson design by doing such things as:

- a. using anticipatory set.
- b. modeling.
- c. checking for understanding.
- d. providing guided and independent practice.

The teacher will monitor and correct student performance.

- a. The teacher elicits overt behavior from students during the lesson.
- b. The teacher monitors such behavior and modifies teaching based on student responses when necessary.

c. The teacher plans future lessons based on observations of student responses.

The teacher will take advantage of professional growth activities.

- a. The teacher participates in staff, grade level and department meetings and professional development activities.

G. Control and Learning Environment

1. The teacher will develop a positive classroom atmosphere.
 - a. The teacher uses the principles of reinforcement.
 - b. The teacher promotes positive self-concept in students.
 - c. The teacher provides learning activities in which students can be successful.
 - d. The teacher organizes student groups and learning activities which promote good working relationships.
2. The teacher will establish and maintain standards of behavior.
 - a. The teacher establishes, communicates and maintains standards of behavior as s/he interacts with students.
3. The teacher will maintain an environment conducive to learning.
 - a. The teacher maintains an orderly room environment.
 - b. The teacher maintains current and appropriate room displays.
 - c. The teacher maintains an appropriate noise level for each learning activity.
4. The teacher will support on-task behavior.

- a. The teacher has ample materials prepared for each lesson.
- b. The teacher assigns learning tasks which are appropriate in regard to degree of difficulty and completion time.
- c. The teacher will keep classroom interruptions to a minimum.

H. Required Duties and Professional Responsibilities

1. The teacher will supervise pupils.
 - a. The teacher realizes that education goes beyond classroom activities and supervisory responsibilities could include, but are not limited to the supervision of:
 1. playgrounds, cafeteria, assembly programs, bus loading, restroom, lunch areas, corridor duty, etc.
 2. athletic events, field trips, student clubs, specialized activities, etc.
2. The teacher will keep records and make reports.
 - a. The teacher facilitates the educational program of the school district by submitting records and reports accurately, promptly and efficiently.
3. The teacher will hold parent conferences when required, requested or appropriate.
 - a. The teacher maintains a constructive, cordial attitude.
 - b. The teacher informs parents of student's progress.
 - c. The teacher makes practical suggestions for parents to follow in helping their child's educational development.
4. The teacher will support district and school goals and objectives.
 - a. The teacher is responsible for the establishment of goals and objectives for his/her particular instructional area in addition to working on accomplish district-identified goals and objectives.
5. The teacher will use discretion in communicating school matters.
 - a. The teacher is responsible for maintaining the privacy rights of individuals.
6. The teacher will be punctual to class and duty assignments.
7. The teacher will follow school district regulations and policies.
 - a. The teacher is responsible for adhering to the policies and regulations which are outlined by:
 1. School Board Policy.
 2. Administrative Regulations.
 3. the Employees' Agreement.
 4. the California Education Code
 5. Title V Regulations of the Board of Education, State of California.
 6. other regulations and codes which are applicable.
8. The teacher will maintain an appropriate appearance.
 - a. The teacher's appearance should be such as to support and not detract form his/her instructional responsibilities whether those are in the classroom or other school settings.

QUALIFICATIONS

Education and Experience:

Appropriate California Teaching Credential

Requirements:

Demonstrated professional competence

Clearance Information

- TB Test clearance
- Criminal Justice Fingerprint clearance
- Valid Driver's license and insurability

Physical Abilities:

Hearing and speaking to exchange information and make presentations, sitting or standing for extended periods of time, and seeing to monitor classroom activities.

WORKING ENVIRONMENT

Classroom environment; subject to considerable distraction and noise from constant interruptions and seeing to monitor classroom activities.

Salary and Work Year Information:

Teacher Salary Schedule

Work Year: 183 days

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.