

## **SECONDARY TEACHER**

### **PRIMARY FUNCTION:**

The position of Secondary Teacher, under supervision of the Principal and/or Assistant Principal, will provide a planned instructional program for students in grades 9 through 12 in secondary academic subject matter, social, behavioral, and other educational skill areas; plan, develop, organize, and conduct a comprehensive educational program for secondary level students; assist upper secondary level students in making appropriate life style adjustments, and in the determination of career and vocational choices; perform other related functions as required.

### **DIRECTLY RESPONSIBLE TO:**

Principal and/or Assistant Principal

### **ASSIGNED RESPONSIBILITIES:**

1. Teach and instruct in subject matter areas commonly found in a comprehensive secondary education program.
2. Utilize an adopted course of study, instructional program guidelines, and other materials in planning and developing lesson plans and teaching outlines.
3. Pursue a variety of methodology in teaching and instructing students, including lectures, demonstrations, discussions, and laboratory experiences.
4. Conduct teaching and instructional activities, using educational equipment, materials, books, and other learning aids.
5. Provide instruction in citizenship and other subject matter specified by legal mandate, District policy, and administrative regulations.
6. Plan, develop, and utilize a variety of instructional materials and aids appropriate to the intellectual and instructional level of students from varied socio-economic and cultural backgrounds, and who possess a range of mental and emotional maturity.
7. Review, analyze, and evaluate the history, background, and assessment of students in designing instructional programs to meet individual educational needs.
8. Individualize and adapt educational processes and procedures to enhance student educational opportunities.

9. Provide group and individual instruction to motivate students, and effectively utilize the time available for instructional activities.
10. Maintain appropriate standards of student behavior, using behavioral management strategies and techniques, including positive reinforcement and behavior shaping procedures.
11. Review, analyze, evaluate, and report student academic, social, and emotional growth.
12. Prepare, administer, score, record, and report the results of criterion referenced tests, and administer, score, record, and report the results of group standardized tests in evaluating student growth and progress.
13. Counsel, confer with, and communicate with parents, school, and District personnel regarding student progress, and in the interpretation of the educational program.
14. Cooperatively pursue alternative solutions to ameliorate student learning problems, and to enhance expanded academic, social, and emotional growth opportunities.
15. Maintain an effective learning environment through the proper control of heating, lighting, and ventilation, and the utilization of exhibits, displays, and independent study centers.
16. Select and requisition appropriate educational supplies, materials, books, equipment, and learning aids.
17. Perform a variety of non-instructional duties, including curriculum and instructional development activities, student supervision, and consultation activities.
18. Perform other related duties as assigned.

### **ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- **Knowledge of:**
  - a. Principles, theories, practices, methods and techniques used in curriculum development, lesson planning and classroom instruction of secondary level students
  - b. Curriculum expectations for subject(s) being taught.
  - c. Principles, theories, practices, methods and techniques to create a classroom environment that promotes positive secondary student conduct and motivation for secondary student learning.

- d. Secondary student guidance principles and practices.
- e. Applicable sections of the State Education Code, District Policies and other applicable laws
- f. Current trends and research concerning the growth and development of secondary students.
- g. Federal, State and District standardized assessment requirements.
- **Ability to:**
  - a. Adapt plans and instructional delivery to meet the differentiated needs of students.
  - b. Work independently with little direction.
  - c. Create an instructional program and a class environment favorable to learning and personal growth.
  - d. Monitor students in classrooms, on school grounds and off-campus for school related activities.
  - e. Maintain professional and positive relationships with students, parents, colleagues and administration.
  - f. Work in a diverse socio-economic and multicultural community.
  - g. Operate a computer and job related equipment.
  - h. Read, interpret, apply, and explain rules, regulations, policies, and procedures.
  - i. Maintain current knowledge of applicable curriculum and school instruction related regulations.
  - j. Establish and maintain a variety of accurate record keeping and filing systems.
  - k. Communicate effectively both orally and in writing.
  - l. Maintain consistent, punctual and regular attendance.
- Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (*reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions*):

- **Physical:**

- a. Ability to push, pull, and transport instructional and/or presentation materials.
- b. Ability to communicate so others will be able to clearly understand a normal conversation.
- c. Ability to understand speech at normal levels.
- d. Ability to bend, twist, stoop and reach.
- e. Ability to drive a personal vehicle to conduct business.

- **Mental:**

- a. Ability to organize and coordinate schedules
- b. Ability to analyze and interpret data
- c. Problem solving
- d. Ability to communicate with the public
- e. Ability to read, analyze and interpret printed matter and computer screens
- f. Ability to create written communication so others will be able to clearly understand the written communication
- g. Ability to communicate so others will be able to clearly understand a normal conversation.
- h. Ability to understand speech at normal levels.

- **Environment:**

- a. Indoor – frequently
- b. Outdoor – occasionally
- c. Ability to work at a desk and in meetings of various configurations.

**EDUCATION AND EXPERIENCE:**

- Bachelor's Degree or higher

- Successful completion of student teaching at a recognized college or university, or two years of regular full time secondary experience

**CERTIFICATION REQUIREMENT**

- Valid California teaching credential (secondary subject matter authorization)
- CLAD Certification
- Must possess a valid California driver’s license.

**OVERTIME STATUS:** Eligible

**BARGAINING UNIT STATUS:** Palm Springs Teachers Association

**TERMS OF EMPLOYMENT:** Salary and work year governed by the Collective Bargaining Agreement with the Palm Springs Teachers Association.

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Collective Bargaining Agreement with the Palm Springs Teachers Association and the Palm Springs Unified School District and the Board Policy on Evaluation of Certificated Personnel.

**Regulation  
Approved:**