



EL TEJON UNIFIED SCHOOL DISTRICT

Katherine A. Kleier
District Superintendent

***CERTIFICATED JOB POSTING
FOR THE 2012-13 SCHOOL YEAR***

Frazier Park School

2nd Grade Teacher
3rd Grade Teacher
2 - 5th Grade Teacher
6th Grade Teacher

Please submit a letter of interest to the Superintendent
at the District Office by Thursday, December 21, 2012.

El Tejon Unified School District
CERTIFICATED TEACHER

JOB DESCRIPTION:

Under the supervision of the school principal, or designee, the Certificated teacher is responsible for the instruction of students assigned including the progress of students toward standards of expected achievement, the instructional techniques and strategies to be utilized, the adherence to District established curricular objectives and the establishment and maintenance of a suitable learning environment. Teachers are responsible for the performance of such other duties as required to support the instructional program, the welfare of students within the school system and the teaching profession.

MAJOR DUTIES:

1. INSTRUCTION: Progress of Students Toward Standards of Expected Achievement.
 - 1.1 The teacher assesses the students' academic readiness, language proficiency, and cultural background, plans and provides instruction and learning activities, and accesses student performance to assure progress toward standards of expected student achievement.
 - 1.2 The teacher maintains accurate records of student performance to provide a method to access student progress toward standards of expected achievement.
 - 1.3 The teacher manages the student learning program both in class and outside class to assure progress towards standards of expected achievement.
2. INSTRUCTION: Instructional Techniques and Strategies Utilized:
 - 2.1 The teacher maintains his or her knowledge of students taught and instructional techniques relating to those subjects at a high level.
 - 2.2 The teacher maintains his or her skills relative to subjects taught and effective instructional techniques at a high level through participation in District and self-selected in-service training and educational progress designed to enhance those skills.
 - 2.3 The teacher plans instruction that incorporates appropriate strategies to meet the learning needs of all students.
 - 2.4 The teacher prepares lesson objectives and strategies previous to instruction in order to assure student understanding of the subject matter and high quality student learning.
 - 2.5 The teacher presents the instruction with enthusiasm and communicates value for the material taught.

- 2.6 The teacher plans for and utilizes techniques to motivate students to learn the materials taught.
- 2.7 The teacher uses instructional techniques which are appropriate to the lesson objectives, appropriate to students being taught, and effectively result in desired student learning outcomes.
- 2.8 The teacher addresses the needs of English learners and students with special needs to provide equitable access to the content.

3. INSTRUCTION: Adherence to Established Curricular Objectives

- 3.1 The teacher demonstrates knowledge of subject matter, academic content standards, and curriculum frame works. The teacher maintains a high level of knowledge of the approved curriculum, courses of study, and instructional materials relative to his/her assignment. The teacher plans and implements instruction which is consistent with the approved curriculum and course of study. The teacher utilizes standards aligned instructional materials, supplementary instructional materials and teacher developed instructional materials which are consistent with the approved curriculum and course of study.
- 3.2 The teacher applies knowledge of student development and proficiencies to ensure student understanding of subject matter.

4. INSTRUCTION: Establishment and Maintenance of a Suitable Learning Environment.

- 4.1 The teacher establishes and maintains a relationship of mutual respect with students assigned.
- 4.2 The teacher establishes, manages, and supervises the discipline of students under his/her supervision to promote effective learning and student safety and welfare.
- 4.3 The teacher manages the activities conducted under his/her supervision to promote effective learning; and student safety and welfare.
- 4.4 The teacher manages the room arrangement and room decoration under his/her control to promote effective learning and student safety and welfare.

5. OTHER DUTIES

- 5.1 The teacher completes required reports and inventories appropriate to his/her assignment.

Job Description, Certificated Teacher, Page 3

- 5.2 The teacher attends and participates in required staff and student meetings appropriate to his/her assignment.
- 5.3 The teacher supervises students in out-of-classroom assignments to promote student safety and welfare.
- 5.4 The teacher establishes professional goals and engages in continuous and purposeful professional development.
- 5.5 The teacher collaborates with colleagues to support teacher and student learning.
- 5.6 Teacher works with families to support student learning.
- 5.7 Teacher demonstrates professional responsibility, integrity and ethical conduct.
- 5.8 The teacher maintains positive working relationships with the parents of his/her students and keeps parents informed of student progress through such methods as required and teacher supplemental progress reports; parent conferences; back-to-school night; and open house.
- 5.9 The teacher maintains positive, professional working relationships with other employee within the school system.
- 5.10 The teacher plans and supervises the work of Instructional Aides with the students assigned to that teacher.
- 5.11 The teacher adheres to the duly approved rules and regulations adopted by the Board of Trustees and approved through the Certificated Master Agreement.
- 5.12 The teacher adheres to the professional Code of Ethics adopted by the State of California.
- 5.13 The teacher advises and supervises student clubs and class activities as appropriate to his/her assignment and subject to the limitations of the Certificated Master Agreement.
- 5.14 The teacher performs adjunct duties relative to student social, athletic, musical and dramatic events as appropriate to his/her assignment and subject to the limitations of the Certificated Master Agreement.

QUALIFICATIONS:

Possession of a current California Teacher Credential appropriate to the assignment.