

## **ORANGE UNIFIED SCHOOL DISTRICT**

### CLASSIFICATION SPECIFICATION

## **SECONDARY TEACHER - GRADES 7-12**

### **DEFINITION**

Under general supervision, to teach and instruct pupils in grades 7 through 12 in secondary academic subject matter, social, behavioral and other educational skill areas; to plan, develop, organize and conduct a comprehensive educational program for secondary level students; to assist secondary level students in making appropriate life style adjustments, and in the determination of career and vocational choices; and to do other related functions as required. This position is directly responsible to the Principal.

### **DISTINGUISHING CHARACTERISTICS**

This position classification requires subject area expertise commonly associated with secondary teaching and instruction. Directly related teaching and instruction experience is required to perform problem analysis using prescribed principles, methods and concepts. The position classification performs decision analysis and makes decisions of considerable consequence, in determining how best to aid students in the learning process. The functional role of this position classification requires the application and interpretation of data, facts, procedures and policies. The incumbent meets frequently with school administrators, teachers, other staff and members of the community to communicate information, data and alternative problem solutions.

This position classification performs light work that involves sitting a portion of the time, but requires walking and standing for extended periods and may occasionally require moving or lifting of up to fifty (50) pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with materials and objects, and providing oral information. The employee is directly responsible for safety, well-being or work output of other people. The position requires the individual to meet multiple demands from several people and to interact with the public and other staff.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **ESSENTIAL DUTIES**

- Teaches and instructs in subject matter areas commonly found in the District adopted curriculum and a comprehensive secondary education program.
- Utilizes an adopted course of study, instructional program guidelines, and other materials in planning and developing lesson plans and teaching outlines.
- Pursues a variety of methodology in teaching and instructing pupils, including lectures, demonstrations, discussions, lectures and laboratory experiences.
- Conducts teaching and instructional activities, using educational equipment, materials, books and other learning aids.
- Provides instruction in citizenship and other subject matter specified by legal mandate, District policy and administrative regulations.

## **SECONDARY TEACHER - GRADES 7-12 (Continued)**

- Plans, develops and utilizes a variety of instructional materials and aids appropriate to the intellectual and instructional level of pupils from varied socio-economic and cultural backgrounds, and who possess a range of mental and emotional maturity.
- Reviews, analyzes and evaluates the history, background and assessment of pupils in designing instructional programs to meet individual educational needs.
- Individualizes and adapts educational processes and procedures to enhance student educational opportunities.
- Provides group and individual instruction to motivate pupils, and effectively utilizes the time available for instructional activities.
- Maintains appropriate standards of student behavior, using behavioral management strategies and techniques, including positive reinforcement and behavior shaping procedures.
- Reviews, analyzes, evaluates, and reports student academic, social, and emotional growth.
- Prepares, administers, scores, records and reports the results of criterion referenced tests, and administers, scores, records and reports the results of group standardized tests in evaluating student growth and progress.
- Counsels, confers with and communicates with parents, school and District personnel regarding student progress, and in the interpretation of the educational program.
- Cooperatively pursues alternative solutions to ameliorate student learning problems, and to enhance expanded academic, social and emotional growth opportunities.
- Maintains an effective learning environment through the proper control of heating, lighting and ventilation, and the utilization of exhibits, displays and independent study centers.
- Selects and requisitions appropriate educational supplies, materials, books, equipment and learning aids.
- Performs a variety of non-instructional duties, including curriculum and instructional development activities, student supervision and consultation activities.
- Maintains records as required by the school, District and/or state and makes appropriate reports as directed.
- Participates in school-wide supervision of students during out-of-classroom activities.
- Participates in faculty and/or District meetings, committees and the sponsorship of student activities.

## **QUALIFICATIONS**

### Knowledge of:

- Principles, theories, methods, techniques and strategies pertaining to teaching and instruction of secondary level students;
- Academic, social and behavioral characteristics of secondary level students;
- Educational curriculum and instructional goals and objectives, and educational trends and research findings pertaining to comprehensive secondary programming;
- Behavior management and behavior shaping strategies, techniques and methods, and conflict resolution procedures;
- Socio-economic and cultural background differences of the general school population;
- Technology including computers and computer programs.

## **SECONDARY TEACHER - GRADES 7-12 (Continued)**

### Ability to:

- Plan, organize, develop and conduct a comprehensive teaching and instruction program for students at the secondary level;
- Provide appropriate and effective learning experiences for students of socio-economic levels and cultural backgrounds;
- Effectively assess the instructional and educational needs of students and design, develop and implement sound instructional and educational programs;
- Provide a motivating and stimulating learning environment;
- Perform research and development activities pertaining to curriculum and instructional programs and innovative and creative pilot projects designed to enhance students educational opportunities and experiences;
- Communicate effectively in oral and written form using grammatically correct English language;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain cooperative and effective working relationships;
- Utilize technology and operate computers and computer programs.

### **EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience: Successful completion of student teaching at a recognized college or university; participation in a recognized teacher intern program; or successful classroom teaching experience, preferably in a secondary classroom setting.

Education: Possession of a baccalaureate or higher degree from an accredited college or university with emphasis in an academic major or minor subject matter fields commonly taught in secondary grade levels or closely related fields.

### **OTHER REQUIREMENTS**

Certification Requirement: Possession of a valid California credential authorizing service as a teacher of secondary level students in major or minor subject matter fields and areas assigned.

Condition of Employment: Insurability by the District's liability insurance carrier.

Personal Qualities: Appearance, grooming and personality which establish a desirable example for students.

Above average recommendations from student teaching supervisors and/or other professionals who have observed the personal characteristics, scholastic attainment and classroom performance as a teacher.