

SECONDARY CLASSROOM TEACHER Alternative Study Center Teacher

DESCRIPTION OF POSITION:

A secondary teaching assignment, which includes core subjects – English, Math, Science, Social Studies – for grades 9-12. Both individual packets and individual assignments will be provided by the teacher. Students will be provided with the opportunity to continue with the regular classroom assignments while in the Alternative Study Center Program. Subject program assignments will be divided equally among the staff and with full definition of duties to be published at the beginning of the school year.

MAJOR DUTIES AND RESPONSIBILITIES:

Assist in other school programs as assigned by the site administrator.

Instructs pupils in basic communication skills, citizenship, and other general elements of a course of study common to all teachers as specified in state law and administrative regulations and procedures of the school district.

Assists students in improving their general behavior with the goal to make students successful in regular schools.

Identifies pupil needs, cooperates with other professional attitude, and learning problems.

Communicates with parents, other teachers, and school counselors on individual pupils' needs and progress.

Supervises pupils in out-of-class activities during the assigned work day.

Participates in curriculum and other developmental programs within the school and/or on the district level.

Performs basic attendance accounting and business services as required.

Makes recommendations to pupils, counselors, to department chairpersons, and to administrators on ways in which the learning process can be improved.

Plans and coordinates the work schedule of aides, teaching assistants, and other paraprofessionals.

Shares in the sponsorship of students' activities and participates in faculty committees as assigned or on a volunteer basis.

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Develops weekly lesson plans and supplementary materials compatible with the basic instructional philosophy and curriculum of the District.

Provides students with the opportunity to partake in daily patriotic observance. Education Code 52720.

Monitors classroom environment to ensure clean and safe conditions exist, notifying principal of and unclean and unsafe classroom conditions.

Monitors classroom activities making students responsible for putting materials, supplies, tools, etc., safely and neatly away at the end of class session.

CREDENTIAL: Appropriate valid California teaching credential.

EDUCATION: Bachelor's Degree.

EXPERIENCE: Supervised student teaching or two years of full-time teaching experience with at least half in the subject area in which the teacher is assigned to function.