

## Gridley Unified School District Job Description

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JOB TITLE:	Secondary School Teacher	SALARY RANGE:	Certificated Salary Schedule
LOCATION:	Middle/High School	CLASSIFICATION:	Certificated
REPORTS TO:	Site Principal	BOARD APPROVED:	

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**SUMMARY:** Under direction of the principal, provides an educational program for students encompassing basic skills and motivating students to develop the skills, attitude, and knowledge needed for a good educational foundation.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop lesson plans and organize class time so that preparation, instruction and activities can be accomplished within the allotted time
- Select and requisition books, instructional aids, equipment, tools, and materials, and maintain required inventory records. Make purchases of shop materials, supplies, and parts as required, working under established budget and procedures
- Evaluate each pupil's performance, knowledge, and skills in the course being taught and prepare progress reports
- Provide individual and small group instruction in order to adequately meet varying student needs
- Demonstrate materials, equipment, tools and process, using standard or teacher-prepared models, mock-ups, sketches, and other instructional aids
- Instruct students in use, care, and safe operation of tools and equipment
- Supervises storage and economical use of District- owned materials, and equipment to prevent loss or abuse
- Guide students in selection of appropriate projects, processes, experiments and skill development procedures to develop a salable skill
- Instruct students in importance of accuracy, individual resourcefulness, and good work habits in obtaining and retaining jobs in industry
- Teach skills, knowledge, and scientific attitudes through courses to secondary pupils, utilizing course of study adopted by the Board of Trustees and other appropriate learning activities
- Plan a balanced instruction program involving demonstrations, lectures, discussions and organize activities and procedures for optimum learning
- Establish and maintain standards of pupil conduct needed to provide an orderly, safe, and productive environment in an activity-type classroom with many potential hazards
- Share in sponsorship of student activities and participate in faculty committees
- Communicate with parents, and support staff on the individual pupil's progress. Identify pupil needs, and cooperate with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems
- Work with industry through advisory committees and personal contact to keep in touch with job entry requirements and openings
- Ability to work cooperatively with other staff members
- Participate in curriculum and other developmental programs within school of assignment and/or on District level
- Duties and responsibilities may be added, deleted or changed at any time at the discretion of management

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** Must hold appropriate credential as prescribed by law authorizing the teaching of students in the credential appropriate subject areas.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation. Bilingual ability may be required.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where creative problem solving is required. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:** California Drivers License (required by the first day of service). Proof of adequate automobile insurance coverage.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to manipulate, handle, or feel; reach with hands and arms; climb or balance, stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to outside weather conditions. The noise level in the work environment is usually moderate.