

TEACHER – MIDDLE SCHOOL GRADES 6-8

Purpose Statement

Under general supervision, serves as a classroom teacher in grades 6-8; and creates a flexible program and productive classroom environment favorable to learning and personal growth to address the needs and interests of each student. Assists in other school programs as assigned.

Distinguishing Characteristics

Under the direct supervision of the school site administrator and general direction of District administrators, provides a productive educational program for middle school students. Is a collaborative participant in department, site, and District-level professional learning communities. Stays current with research-based instructional delivery and planning.

Essential Functions

- Teaches courses in a self-contained classroom or in specific subject area (i.e. math, science, computers, technology, drama, art, humanities) utilizing a course of study adopted by the Board of Education;
- Creates a positive, safe, and supportive learning environment for all students;
- Develops a balanced program for his/her subject area, utilizing appropriate and current research-based strategies, activities, and technology designed to encourage students to develop skills and attitudes, collaborate, draw conclusions, achieve improved interpersonal relationships, investigate, and make value judgments based upon scientific methods of inquiry;
- Adapts teaching methods to meet students' varying needs;
- Instruct students individually and in groups, using multi-model teaching methods such as discussions, hands-on projects, inquiry/discovery, simulations, and demonstrations;
- Prepares short-term and long-term lesson plans establishing clear objectives for all lessons, units, and projects;
- Communicates all lesson objectives to students;
- Strives to develop self-realization and self-regulation in students and emphasizes responsible and productive group interaction with standards of cooperative conduct;
- Establishes, trains, and enforces behavior protocols and procedures for student behavior in the classroom and throughout the school day. Reports infractions of the school's rules which are observed on the campus.
- Follows all district, state, and federal laws and regulations pertinent to the position (i.e., mandated reporting, sexual harassment, etc.);
- Instructs students in citizenship, basic communication skills, and other general elements of the course of study common to all teachers, as specified in State law and administrative regulations and procedures of the school district;
- Maintains professional competence through professional development activities, including but not limited to, training provided by the District, self-selected professional growth activities, coaching, and/or blended learning opportunities;
- Frequently varies techniques used in the lesson delivery to the class;
- Plans activities to be performed by the class in large groups, small groups, and individual study in order to adapt the curriculum to the needs of the students with varying intellectual abilities, attitudes, and cultural backgrounds;

- Evaluates student performance in a timely manner according to the student's progress in relation to clearly stated area guidelines. Regularly notifies the student of his/her progress;
- Maintains regular and open communication with parents and/or guardians regarding their children's academic, and social/emotional progress;
- Meets deadlines;
- Identifies student learning needs and cooperates with other professional staff members to assess and help students solve health, attitude, and learning problems;
- Takes action to inform and collaborate with parents, administrators, counselors, receptionists about student learning problems/concerns;
- Maintains positive and professional relationships with all stakeholders;
- Utilizes classroom space and displays that stimulate, foster, and reinforce student learning, as well as respect for self and others;
- Facilitates the development of leadership skills in students .
- Assigns a grade(s) to each student at the end of each grading period in accordance with the adopted district/school grading policy;
- Accurately reports absences, records attendance, pre and post test scores, and grades in accordance with district/school policy;
- Maintains surveillance over storage and use of school-owned equipment and materials to prevent loss or abuse;
- Plans and coordinates the work of aides, teacher assistants, and other paraprofessionals working directly with the area teacher;
- Evaluates materials and curriculum of the course and works through proper channels to make improvements;
- Attends and participates in faculty meetings and meetings called by the District;
- Exhibits professional cooperation with school personnel as shown through following proper channels of communication, filing of reports, willingness to participate on committees, and participation in curriculum and other developmental programs;
- Maintains contact with the general school community as shown through attendance and participation in school-community support groups;
- Follows District and school policies;
- Supervises school areas frequented by students; shares responsibility in out-of-classroom student activities;
- Substitutes for other teachers on an emergency period basis as determined by the administrator;
- Administers state and district assessments according to District policy; and
- Immediately reports all health and safety hazards to the site administrator.

Other Functions

- Performs other duties as assigned.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

- Knowledge of current research-based teaching and learning processes;
- Ability to integrate current technology and methodologies in lesson planning and delivery.
- Ability to create a positive and productive classroom culture which places strong emphasis on children's social and academic development, as well as children's needs and interests;
- Knowledge of adolescent growth and development;

- Ability to deliver instruction to enhance student learning using appropriate materials and resources to be used with middle grade levels;
- Ability to develop and maintain appropriate record keeping and assessment tools;
- Ability to meet deadlines;
- Ability to address various learning modalities;
- Ability to implement various teaching strategies to meet the needs of all students;
- Ability to develop and maintain effective behavioral management systems;
- Ability to interact positively, professionally, and effectively with staff, parents, students, and community;
- Ability to clearly communicate orally and in writing;
- Ability to accept criticism and grow as a result;
- Ability to demonstrate exceptional interpersonal skills;
- Ability to deliver appropriate and effective instruction and provide activities for students to meet school/District policies, goals, and objectives; and
- Ability to evaluate academic and social growth of students and keep accurate and appropriate records.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine motor dexterity. The employee must exercise enough mobility to monitor student activity and behavior throughout the course of the work day, as well as to be able to appropriately respond physically to address student health and safety issues. Generally the job requires 10% sitting, 50% walking, and 40% standing.

Education

Valid California State Teaching Credential with Cross-Cultural Language and Academic Development (CLAD), Bilingual Cross- Cultural Language and Academic Development (BCLAD), or equivalent authorization.

Bachelor's degree or higher from an accredited college or university including all courses needed to meet requirements for a teaching credential authorizing service in the grade levels and areas assigned.

Successful teaching experience, internship, or student teaching

Certificates & Licenses

Valid California Driver's License and Evidence of Insurability

Valid California Teaching Credential authorizing service in the grade levels or areas assigned

Clearances

Criminal Justice Fingerprint/Background Clearance

Reference Check Clearance

TB Clearance

Funding

Local Control Funding Formula

FLSA Status

Exempt

Board Approval Date

October 12, 1993

Revised

March 12, 2014

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