

**FRESNO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Teacher, English Secondary, 7-12	REPORTS TO:	Principal
DEPARTMENT:	School Site	CLASSIFICATION:	Certificated
WORK YEAR:	183 Days	SALARY:	Regular Teacher Salary

MINIMUM QUALIFICATIONS:

California credential authorizing instruction in English at the secondary level

KNOWLEDGE AND ABILITIES:

Knowledge of and ability to implement the subject matter, philosophical, social, and educational concepts relative to the duties and responsibilities listed on this job description

DUTIES AND RESPONSIBILITIES:

As a Director of Learning

1. Planning for instruction (individual)
 - a. Teach content and skills in English language, literature, and composition, as well as in reading, to secondary students, utilizing course of study adopted by the Board of Education and other appropriate learning activities
 - b. Instruct students in citizenship, basic communication skills, and other general elements of the course of study common to all teachers, specified in state law and administrative regulations and procedures of the school district
 - c. Develop a unified language arts program in which students are provided the opportunity to experience language as oral and written discourse by which the user shapes experience. The aim of the program must always be the development of the student into a knowledgeable and sensitive listener, reader, speaker and writer in accordance with his potential
 - d. Expose the student to listening to a variety of ideas from multiple sources and then provide the opportunity for his making responsible judgments and commitments, as well as expressing these efficiently and effectively in language with the hope that if the student who can think critically, choose judiciously and express effectively can cope with and control a rapidly changing world
 - e. Provide individual and small group instruction in order to adapt the curriculum to the needs of pupils with varying abilities, attitudes and cultural backgrounds
 - f. Provide that instructional time for English should be devoted primarily to subject matter that belongs to the major components of English and to exercises which enhance the student's competence in using the language and comprehending and enjoying literature

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- g. Assist in student developing competence in listening, speaking, reading, and writing English and as much appreciation and understanding as possible of the literature of America, England, and the world
- 2. Teaching results - evaluation
 - a. Establish and maintain reasonable standards of student behavior needed to provide classroom environment that will produce maximum learning opportunity
 - b. Evaluate each student's development in the course being taught, and prepare progress reports
 - c. Identify student needs, and cooperate with other professional staff members in assessing and assisting students solve health, attitude, and learning problems
- 3. Instructional techniques - execution (or) utilizing instructional activities
 - a. Create with assistance of students, interest centers and displays with material to enhance learning
 - b. Make current magazines, newspapers, periodicals available to students
 - c. Select and requisition books, instructional aids and instructional supplies, and maintain required inventory records--as required by the District; may request resource speakers and field trips

Relationships

- 1. Teacher - student
 - Create and maintain an active, responsive climate for learning through positive rapport between teacher and student; thus, helping student develop and maintain a positive self-image
- 2. Teacher - staff
 - a. Communicate with support staff to discuss individual student's progress
 - b. Participate in curriculum and other developmental programs within the school of assignment and/or on a District level
 - c. May plan and coordinate the work of aides, teacher assistants or other paraprofessionals
 - d. Interact with other faculty members
 - e. Assume responsibility for keeping informed about curriculum and co-curricular offerings for entire school
- 3. Teacher - parent
 - Communicate with parents to discuss the individual student's progress
- 4. Teacher - community relationships
 - a. Interpret District philosophy as occasion arises
 - b. Keep informed about and maintain communication with community affairs and organizations

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Professional Attitude, Responsibility, and Participation

1. Professional Growth
 - a. Interest in and participation in professional organizations
 - b. Participate in curriculum development programs within the school of assignment and/or on a District level
 - c. Maintain professional competence through participation in in-service education activities, and/or in self-selected professional growth activities
2. Adaptability
 - a. May teach and deal effectively with students of different backgrounds and levels of ability
 - b. Show willingness to teach under flexible scheduling, modular scheduling, or other teaching arrangements as well as use a combination of methods and materials
 - c. Ethics

Abide by the Code of Ethics

Duties and responsibilities may be added, deleted or changed at any time at the discretion of management

ACCOUNTABILITY:

Person to whom responsible: On-site Principal

Evaluator: On-site Principal

Persons responsible to the Teacher, English, Secondary, 7-12: Those designated by Principal

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