

SECONDARY CLASSROOM TEACHER – COMPUTER

DESCRIPTION OF POSITION:	As a part of a secondary teaching assignment, teaches one or more classes in designated subject matter instruction to pupils in grades 7-12. Assists in other school programs as assigned by site administrator. Such program assignments to 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:	<p>Instructs pupils 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.</p> <p>Provides instruction in computer literacy consistent with the district's computer literacy course outline and curriculum.</p> <p>Develops lesson plans and supplementary materials compatible with the basic instructional philosophy of the district.</p> <p>Provides individualized and small group instruction where class load will permit and as needed in order to adapt the curriculum to the needs of pupils with varying intellectual abilities, attitudes, and cultural backgrounds.</p> <p>Establishes and maintains standards of pupil behavior needed to provide an orderly, productive classroom environment.</p> <p>Selects and requisitions books, instructional aides, equipment, and instructional supplies (through Department Chairperson), and maintains any required inventory records.</p> <p>Identifies pupil needs, and cooperates with other professional staff in correcting attitude and learning problems.</p> <p>Communicates with parents and school counselors on the individual pupil's progress.</p> <p>Supervises pupils in out-of-classroom activities during the assigned working day.</p> <p>Participates in curriculum and other developmental programs within the school of assignment and/or on a district level.</p> <p>Performs basic attendance accounting and business services as required.</p>

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

May plan and coordinate the work of aides, teacher assistants, and other paraprofessionals.

May make recommendations to pupils, to counselors, to department chairpersons, and to administrators of ways in which the learning situation can be improved.

Junior High School: (as assigned)

Serves on bus duty and gate duty.

Supervises period student activities.

Attends Parent-Faculty Club meetings.

Attends department, faculty and curriculum meetings.

Senior High School: (as assigned)

Serves on bus duty and parking lot duty.

Supervises athletic events.

Supervises evening student activities.

Attends Back-to-School Night and Festiv-all.

Attends department, faculty, and curriculum meetings.

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.

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CREDENTIAL: Appropriate California teaching credential.

EDUCATION: Bachelor's Degree with major or minor in designated subject matter including all courses needed to meet credential requirements.

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

SUPERVISION:
Responsible to: Principal
Responsible for: Students