

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CERTIFICATED PERSONNEL

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JD 4119.4

TEACHER – JUNIOR HIGH SCHOOL – GRADES 7- 8

Definition:

A certificated person who demonstrates the ability to teach and develop instructional objectives at specified levels and courses for assigned students.

Responsible to:

School principal

Major Duties and Responsibilities:

A Social Studies Teachers

1. Teaches courses in social studies, history, geography, American Government, political science, and humanities to assigned students, utilizing scope and sequence adopted by the Governing Board.
2. Develops a balanced social studies program involving factual background materials on current events, discussion of time, and other appropriate study activities designed to encourage students to develop skills and attitudes, form conclusions, achieve improved interpersonal relationships and make value judgements based on scientific method of inquiry.
3. Provides instruction in anthropology, economics, history, geography, political science, psychology, and sociological settings.
4. Helps students develop an understanding of the contributions of minority racial, religious, and political groups to American culture, and the role of minorities in our present-day world.
5. Helps students develop knowledge of political and economic systems of other nations and their influence on personal freedom, education, and living standards of the people in those nations.

B Science Teacher

1. Teaches skills, knowledge, and scientific attitudes through courses in general science, to assigned students, utilizing scope and sequence adopted by the governing Board, which includes ecology, anatomy, physiology, biology, chemistry, physics, geology, meteorology, and astronomy.
2. Plans the Science Instructional Program involving demonstrations, lectures, discussion, and student experiments; organizes laboratory activities and procedures for optimum learning.
3. Instructs students in proper use, care, and safe handling of chemicals, science equipment, and plant and animal life.
4. Establishes and maintains standards of student behavior needed to promote a productive learning environment during regular class sessions, laboratory sessions, and study trips.

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C English/Language Arts Teacher

1. Teaches courses in reading, composition, grammar, spelling, oral English, literature, and humanities to assigned students, utilizing scope and sequence adopted by the Governing Board.
2. May be responsible for additional assignments in journalism and yearbook classes.
3. Adapts English materials and methods to develop relevant sequential assignments that guide and challenge students.
4. Develops standards for critical analysis through group discussions based on a variety of mass media, classical and contemporary literature.
5. Encourages students to think independently and to express original ideas through discussions and writings.

D Mathematics Teacher

1. Teaches courses in mathematics to assigned students utilizing scope and sequence adopted by the Governing Board.
2. Demonstrates mathematical concepts using visual aids and demonstrations, as necessary to understand mathematics.
3. Designs learning activities that will relate mathematics to the practical world.
4. Revises, continually, the math program to meet the developmental needs of students, so that classes can be organized around these needs.

E Physical Education Teacher

1. Teaches skills and knowledge of physical fitness, rhythms and dance, physical coordination, grooming and individual, dual, or team sports to assigned students utilizing scope and sequence adopted by the Governing Board.
2. Works cooperatively with other physical education teachers in planning a balanced physical education program, adapting daily schedules to accommodate weather conditions and to provide time for changing clothes, showers, instruction, exercise, and sports activities.
3. Analyzes, demonstrates, and explains basic skills, knowledge, and strategies of formal sports, games, rhythms, and fundamentals of body movements.
4. Evaluates each student's growth in physical fitness, physical skills, and knowledge.
5. Assesses each individual's contribution to the performance of the group in team sports, and prepare progress reports.

F Gymnastics Teacher

1. Teaches skills and knowledge of physical fitness, rhythms and dance, physical coordination, grooming and individual, dual, or team sports and gymnastics to assigned students utilizing scope and sequence adopted by the Governing Board.
2. Works cooperatively with other physical education teachers in planning a balanced physical education program, adapting daily schedules to accommodate weather conditions and to provide time for changing clothes, showers, instruction, exercise, and sports activities.

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3. Analyzes, demonstrates, and explains basic skills, knowledge, and strategies of gymnastics, games, rhythms, and fundamentals of body movements.
4. Evaluates each student's growth in physical fitness, physical skills, and knowledge.
5. Assesses each individual's contribution to the performance of the group in individual and team endeavors, and prepares progress reports.

G Art Teacher

1. Teaches knowledge and skills of art through various art media, including crafts, leather, drawing, ceramics, painting, lettering, and art history to assigned students utilizing scope and sequence adopted by the governing Board. Special electives may include beginning and advanced design.
2. Provides instruction by which students develop aesthetic concepts and appreciation and the ability to make qualitative judgments about art.
3. Demonstrates techniques in activities such as drawing, painting, and modeling, using standard and/or teacher-prepared instructional aids.
4. Pland and presents art displays and exhibitions designed to exhibit students' work for school and/or community.

H Music Teacher

1. Teaches vocal and instrumental music utilizing the scope and sequence adopted by the Governing Board.
2. Plans a balanced music program, organizing daily class time so that preparation, rehearsal, and instruction can be accomplished within the allotted time.
3. Utilizes repertoire of all types of music literature, including traditional and contemporary, that are appropriate for the ages and skill level of students.
4. Plans, rehearses, and directs students in musical programs for school and community.

I Industrial Arts Teacher

1. Teaches skills and knowledge in one or more courses of drafting, metals, woodworking, small engines or general shop to assigned students utilizing the scope and sequence adopted by the Governing Board.
2. Organizes a course of study to include contemporary projects and lesson plans for wood, metal, and/or drafting.
3. Demonstrates industrial materials, equipment, tools and processes using standard or teacher-prepared models, mock-ups, sketches, and other instructional aids.
4. Manages the sale of materials to students and sees that equipment is in working order.
5. Provides individual, small group, and large group instruction in order to adapt the curriculum to the needs of students with widely varying intelligence and manual skill levels, and to accommodate the variety of projects worked on simultaneously.
6. Instructs students in use of eye protection and safety guards, and in the uwe, care, and safe operation of tools, machines, and equipment.

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J Homemaking Teacher

1. Teaches concepts and skills in food and nutrition, sewing and clothing, home and family relationships, and consumer education to assigned students utilizing the scope and sequence adopted by the Governing Board.
2. Demonstrates skills and techniques in homemaking and prepares appropriate instructional aids and display materials to enhance learning.
3. Instructs students in use, care, and safe operation of household equipment and appliances used in the course of study being taught.
4. Encourages students to demonstrate learned techniques at home with their families.

K Spanish Teacher

1. Teaches students Spanish through basic grammar, reading, writing, and conversation, utilizing the scope and sequence adopted by the Governing Board.
2. Prepares lessons on the cultural and historical background of Mexico.
3. Develops cultural understanding through role-playing and dramatization.

L Keyboarding/word Processing Teacher

1. Prepares lesson plans and materials for keyboarding/word processing instruction, utilizing the scope and sequence adopted by the Governing Board.
2. Teaches and evaluates keyboarding and word processing skills.
3. Instructs students in use, care, and safe operation of computer equipment used in the course of study being taught.
4. Maintains an inventory of equipment and keeps equipment in working order.
5. Prepares budget and orders instructional materials.

M English-As-A-Second Language/Social Studies/Literature/English Teacher

1. Teaches beginning English for non-English speaking students that develops vocabulary, understanding of basic commands, questions and statements, utilizing the scope and waquence adopted by the governing Board.
2. Integrates the basic concept of social studies and American literature in conjunction with the development of the English language.
3. Assists in counseling the bilingual student in relation to their progress in English and understanding of cultural differences.
4. Assists other teachers in understanding the learning needs of the bilingual students.

N Computer Teacher

1. Teaches computer programming, keyboarding, word processing and/or general usage skills, utilizing the realted scopes and sequences adopted by the Governing Board, as appropriate to specific skill areas.
2. Instructs students in use, care, and safe operation of computer equipment used in the course of study being taught.
3. Maintains an inventory of equipment and keeps equipment in working order.
4. Prepares budget and orders instructional materials.

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GENERAL DUTIES FOR ALL TEACHERS

Directly Related to Students and Classroom

1. Instruct students in proper use, care, and safe handling of all equipment and materials assigned to each department.
2. Makes use of available storage areas for materials, equipment, and tools to prevent loss or abuse.
3. Makes minor adjustments and request repair to equipment when required.
4. Selects and requisitions books, materials, and all materials necessary for respective department, and maintains inventory or records as required.
5. Ensures, to the greatest extent possible, a comfortable room environment.
6. Instruct students in citizenship and basic communication skills.
7. Develops planned lessons and instructional materials and provides individualized small group and large group instruction in order to adapt the curriculum to the needs of students with varying intellectual abilities, attitudes, and cultural backgrounds.
8. Encourages students to become aware of the complexity and interrelations of local, state, national, and world problems.
9. Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
10. Creates, with the assistance of students, centers of interest and displays.
11. Evaluates each student's development in course being taught, and prepares progress reports.
12. Communicates with parents/guardians and/or holds conferences to discuss individual student's needs and/or progress.
13. Helps to identify student needs with support personnel, which might include school psychologist, counselor, speech specialist, nurse, and other professional personnel.
14. Cooperates in assisting and helping students solve health problems.
15. Contributes to the development and/or improvement of professional standards.

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16. Supervises students in out-of-classroom activities during the working day as assigned.
17. Administers group tests in accordance with school or district testing program.
18. Performs basic attendance accounting, as required.
19. Participates in curriculum and other developmental programs within the school of assignment and/or on a district level or in any other program that will enhance a better school/community relationship.
20. Maintains professional competence through participation in inservice educational activities provided by the District and/or self-selected professional growth activities.
21. May plan and coordinate the work of aides, teacher assistants, cross-age teacher helpers, and other paraprofessionals assigned to their classroom.
22. Participates cooperatively with the principal, or his designee, to mutually develop the system by which he will be evaluated in conformance with the District's uniform guidelines for evaluations and assessment.
23. Shares in the sponsorship of student activities and participates in faculty committees.
24. Performs other duties as may be assigned.

Minimum Qualification:

Valid California Teaching Credential for specified course(s)

Job Description Adopted: September 17, 1979

Job Description Revised: July 17, 1989

Job Description Revised: August 06, 1990