

Southern Kern Unified School District

Position Description

Position Title: **Teacher, Secondary**
Reports To: Principal

SUMMARY: To implement the instructional program of the Southern Kern Unified School District within the secondary schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

- Implement and support the philosophy, goals, objectives, and policies of the District and school.
- Assess pupil needs and capabilities.
- Provide appropriate learning activities.
- Keep appropriate records.
- Evaluate pupil achievement on a periodic basis.
- Keep pupil and parent informed through periodic reports.
- Maintain standards or pupil behavior that will provide an orderly and productive classroom and school environment.
- Cooperate with other staff members in meeting pupil needs.
- Create and maintain an effective, functional, and attractive classroom environment.
- Instruct pupils in the proper care and use of material resources.
- Enhance professional competence through professional growth activities.
- Perform basic attendance accounting and business services as required.
- Assist in selection and requisition of instructional media, supplies, and equipment, and maintain required inventory records.
- Organize storage areas and control use of material resources to prevent lose or abuse and to minimize the time required for the distribution and collection.
- Assist in formulation and implementation of school policies and procedures.
- Attend school and district in-service, information, and articulation meetings.
- Participate in curriculum improvement.
- Supervise students in out-of-class activities during the school day or whenever on duty and the students are under jurisdiction of the school.
- Perform other duties as assigned by supervisor.

QUALIFICATION REQUIREMENTS: *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:

- Bachelors Degree or higher

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid California Teaching Credential.
- Current Certificate of Freedom from Active Tuberculosis.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.