

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED POSITION

JCN: 545
EXEMPT

TEACHER – SECONDARY

BASIC FUNCTION:

Under the direction of the assigned supervisor, teach and instruct students in grades 9 through 12 in secondary academic subject matter, social, behavioral, and other educational skill areas; plan, develop, organize and conduct a comprehensive educational program for secondary level students; assist students in the determination of career and vocational choices; perform other related functions, as required.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assess student's social and emotional needs and work in collaboration with school personnel, parents and community agencies to provide guidance and counseling.
- Assess students to determine present level of academic performance; use assessment data to inform instructional practices, monitor and maintain student assessment data.
- Collaborate with administration, county office personnel and community agencies to provide a complete program for students.
- Coordinate and plan the work of Paraeducator(s) assigned to the classroom regarding curriculum implementation, classroom management and other duties; provide input into the performance evaluation process, when applicable.
- Cooperatively pursue alternative solutions to ameliorate pupil learning problems; enhance and expand academic, social, and emotional growth opportunities.
- Create, plan and administer a curricular program based on California state approved standards; provide quality educational resources, and in consideration of individual student needs assist students in achieving academic, career, social and emotional goals.
- Determine professional goals and objectives through the assessment and evaluation process.
- Establish and maintain effective communication with county office personnel, social service agencies, parents, staff, administrators and individuals involved in the instructional setting.
- Instruct students in an interdisciplinary classroom to obtain necessary skills to pursue education and/or Career Technical Educational (CTE) goals, including meeting graduation requirements.
- Maintain professional standards and competence through participation in professional growth opportunities provided by the county office and in self-directed professional growth activities.
- Organize classroom to create a safe and optimal learning environment; provide supervision for the welfare and safety of students by establishing and maintaining standards of student behavior needed to achieve a positive learning environment in the classroom; use methods including but not be limited to, strategies and positive interventions for students with challenging behaviors.
- Participate in student Individualized Education Plans (IEPs) through the team process; implement student goals and modify lesson plans as established in the IEP; collaborate with special education team.
- Plan classroom teaching strategies, based on assessment data, for individual and small group instruction in assigned subject areas.
- Prepare all necessary and relevant county and/or state reports.
- Prepare and maintain a current work schedule which may include, but not be limited to, lesson plans for substitute teachers.

- Prepare, administer, score, record, and report the results of criterion referenced tests, and administer, score, record, and report the results of group standardized tests in evaluating pupil growth and progress.
- Prepare, maintain and submit timely and accurate records, reports, files and documentation, including but not limited to, attendance records, student progress records, and prepare county and/or state reports as assigned and/or required.
- Provide appropriate and creative learning experiences that focus on integrating the California state standards.
- Review, analyze, evaluate, and report pupil academic, social, and emotional growth.
- Teach and instruct in subject matter areas commonly found in a comprehensive secondary education program.
- Utilize an adopted course of study, instructional program guidelines, and other materials in planning and developing lesson plans and teaching outlines.
- Utilize guidelines set forth in school site handbooks and other approved resources.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Drive a vehicle to conduct work, using own transportation.
- Work a flexible schedule to attend evening and weekend events, CTE competitions, meetings, workshops/trainings and/or conferences as required.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Academic, social, and behavioral characteristics of secondary level pupils.
- Adolescent growth and development and characteristics of at-risk students.
- Basic record keeping and filing techniques.
- Behavior/classroom management strategies.
- California Standards of the Teaching Profession (“CSTP”).
- Child guidance principles and practices.
- Classroom procedures and appropriate student conduct.
- Conflict resolution.
- Current techniques to prevent or intervene appropriately in order to defuse escalating behavior.

- Educational curriculum and instructional goals and objectives, and educational trends and research findings pertaining to comprehensive secondary programming.
- Interdisciplinary connections with career technical courses.
- Principles, practices, theories, methods, educational trends, techniques and strategies pertaining to serving alternative education students.
- Principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of secondary level pupils.
- Problems and concerns of students with behavioral challenges and special needs.
- Research methods, report writing and data collection.
- Safe practices in classroom and school grounds activities.
- Standards of training and providing work direction.
- Techniques and procedures regarding curriculum and instructional design and delivery systems.
- Technology integration into the curriculum which engages learners and deepens understanding of the curriculum.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Develop and implement modifications and intervention strategies to match specific student needs.
- Effectively assess the instructional and educational needs of pupils, and design, develop, and implement sound instructional and educational programs.
- Intervene appropriately in order to defuse or prevent escalating student behavior.
- Maintain proficient knowledge of new technology in the classroom; integrate technology in all curriculum areas; implement State Standards in instructional strategies.
- Meet schedules and deadlines.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Perform research and development activities pertaining to curriculum and instructional programs and innovative and creative pilot projects designed to enhance pupil educational opportunities and experiences.
- Plan, organize, develop, and conduct a comprehensive teaching and instructional program for pupils at the secondary level.
- Provide appropriate and effective learning experiences for pupils from a wide range of socio-economic levels and cultural backgrounds.
- Provide a motivating and stimulating learning environment.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Perform non-instructional duties and responsibilities in an efficient and effective manner.
- Safely and successfully perform essential job functions consistent with federal, state and local

standards, including meeting qualitative and/or quantitative productivity standards.

- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree with emphasis in an academic major or minor subject matter being taught or related field.

EXPERIENCE:

- Two years classroom teaching experience preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Single Subject Credential applicable to the subject(s) being taught or eligibility to be granted a credential or permit with authorization to teach the applicable subject(s); English Learner Authorization.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program may be required at time of hire and throughout employment with the County Superintendent.
- Valid defensive driving certificate issued by an authorized agency within one year of date of hire may be required.
- Valid First Aid and CPR Certificate issued by an authorized agency within one year of date of hire may be required.
- Valid Non-Violent Crisis Intervention Certificate issued by an authorized agency within one year of date of hire may be required.

WORKING CONDITIONS:

ENVIRONMENT:

- Office and/or school facility, classroom and/or recreational fields/environment.
- Drive a vehicle to conduct work, using own transportation.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including, but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective:03/01/2017

Revised: 04/12/2018; 04/23/2024