



## WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

### SECONDARY TEACHER

#### **Brief Description of Position**

Assumes the position of teacher and related duties in one or more subjects in grades seven through twelve, as assigned.

#### **Supervision Exercised or Received**

Teachers serve under the immediate direction of the site administrator.

#### **Major Duties and Responsibilities**

1. Develops and teaches skills and knowledge utilizing appropriate courses of study.
2. Develops programs and instructional materials and provides individualized and group instruction in order to adapt the curriculum to the needs of each pupil.
3. Evaluates pupil progress in courses being taught, keeps appropriate records, and reports student progress.
4. With the assistance of available professional staff, identifies pupil needs and attempts to work toward fulfillment of those needs.
5. Establishes procedures and techniques for maintaining proper control to enhance learning.
6. Creates and maintains a suitable learning environment.
7. Performs reasonable non-teaching duties as assigned.

#### **Other Duties and Responsibilities**

1. Maintains professional competence through participation in self-selected professional growth activities.
2. Selects and requisitions books, instructional aids, equipment and materials in accordance with District policy.
3. May plan and coordinate work of student aides, teacher assistants, and other paraprofessionals.
4. Participates in departmental activities.

#### **Credential**

Must possess appropriate California secondary teaching credential

Personnel/t

9-19-86