



## **RIALTO UNIFIED SCHOOL DISTRICT Job Description**

### **Secondary Classroom Teacher – ENGLISH**

#### **BRIEF DESCRIPTION OF POSITION:**

As a part of a secondary teaching assignment, teach one or more classes in the field of English to students in grades 7 through 12, assist in other school programs as assigned, and create a flexible program and environment favorable to learning and personal growth in accordance with each student's ability.

#### **DUTIES AND RESPONSIBILITIES:**

- ▶ Teach knowledge and skills in English language, literature and composition, as well as in reading and journalism, to secondary students, utilizing the course of study prescribed by the District approved curriculum.
- ▶ Instruct students in citizenship and 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.
- ▶ Adapt English material and methods to develop relevant sequential assignments that guide and challenge pupils.
- ▶ Determine instructional materials designed to achieve instructional goals and behavioral objectives. Select books and instructional aids appropriate to the interest and maturity levels of pupils.
- ▶ Provide individual and small group instruction in order to adapt the curriculum to the needs of each student. May provide remedial programs for pupils who have not achieved language competency commensurate with their potential.
- ▶ Develop standards for critical analysis through group discussions based on a variety of mass media and classical and contemporary literature.
- ▶ Encourage pupils to think independently and to express original ideas.
- ▶ Evaluate each student's progress in English skills (listening, speaking, reading, and writing) and prepare progress reports.
- ▶ Establish and maintain standards of student behavior needed to provide an orderly, productive classroom environment.
- ▶ Maintain professional competence through in-service education activities provided by the district and/or in self-selected professional growth activities.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Identify student needs, and cooperate with other professional staff members in assessing and helping pupils solve health, attitude and learning problems.
2. Communicate with parents and school counselors and student progress.
3. Cooperate in school-wide supervision of students during out-of-classroom activities.
4. Participate in faculty and/or District committees and the sponsorship of student activities.
5. Administer or monitor group tests.
6. Requisition books, instructional aids, and instructional supplies, and maintains required inventory records.

#### **CREDENTIAL:**

Valid California Credential or license authorizing service in grade levels and areas assigned.

**EDUCATION:**

Possession of a valid California English Credential.  
Possession of a Bachelor's degree.  
NCLB Compliance in English.  
CCTC authorization to work with English Language Learners.

**PHYSICAL CLASS:**

MODERATE WORK - lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

**WORK AREA REQUIREMENTS:**

Regular classroom, in the common areas, parking lot, bus stop areas and possibly field trips. Ability to use common school hand tools, computer, telephone and photocopy machine.  
Ability to transverse a 40 acre campus which could include asphalt, sidewalks, grass on playgrounds, dirt, and bus areas.

**PHYSICAL REQUIREMENTS:**

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hours  
Frequently/Medium - 3 to 6 hours  
Constantly/High - 6 to 8 hours

Stooping:	Occasionally	Carrying:	Constantly
Bending:	Constantly	Standing:	Frequently
Keyboarding:	Occasionally	Kneeling:	Occasionally
Lifting:	Occasionally	Sitting:	Occasionally
Reaching:	Occasionally	Driving*:	Occasionally
Handling:	Constantly	Walking:	Constantly
Grasping:	Constantly	Push/Pull:	Occasionally
Fingering:	Constantly		

\*Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.

**FREQUENT MOTION:**

Twisting:	Constantly
Wrist flexion:	Constantly
Elbow flexion/extension:	Constantly
Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Frequently
Reaching to above shoulder level:	Occasionally
Reaching below shoulder level:	Constantly

**SENSORY REQUIREMENTS:**

Ability to see:	Constantly
Ability to hear:	Constantly
Ability to talk:	Constantly
Ability to smell:	Constantly
Ability to touch:	Constantly

**THIS JOB REQUIRES:**

Alertness: Yes  
Attention to detail: Yes  
The use of two hands: Yes  
Recall of names and dates: Yes  
Ability to work in temperatures down to 40 degrees and up to 110 degrees: Yes

**MUST BE ABLE TO DEAL WITH THESE ENVIRONMENTAL CONSIDERATIONS:**

Heat: Occasionally  
Odor: Occasionally  
Noise: Medium  
Humidity: Low  
Moisture: Occasionally  
Fluorescent lights: Constantly  
Floor may be slippery at times: Occasionally  
Working in close quarters with others: All day long: 36 desks in room - crowded/Constantly  
Working inside: 95% of the day  
Working outside: 5% of the day

**ABILITY TO DEAL WITH PSYCHOLOGICAL FACTORS:**

Team work: High  
Frustration: High  
Repetitive tasks: High  
Level of responsibility: High  
Must keep up with schedule: High  
Able to work overtime as needed: Frequently/Over 3 hours per day  
Dealing with angry teachers, students, parents: Occasionally

**PHYSIOLOGIC FACTORS:**

Must maintain a high level of consciousness: High, all day long  
Orientation to time, place or person: Yes  
Ability to read at 12<sup>th</sup> grade level: Yes  
Ability to comprehend and follow directions: Yes  
Able to keep up a high activity level during the shift: Yes, have 5-6 minute passing period

**DISTRICT REQUIREMENTS:**

Valid California Secondary English credential and EL certification  
Fingerprints on file as required by State Law  
TB Skin Test as required by State Law