

CALIFORNIA MILITARY INSTITUTE

Board Approved: August 19, 2015
Revisions Approved: September 16, 2015
Salary Schedule: #211

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: SECONDARY CLASSROOM TEACHER

JOB PURPOSE STATEMENT: Under the direction of the site administration, teaches and instructs students in academic subject matter, social, behavioral, and other educational skill areas; plans, develops, organizes, and conducts a comprehensive education program for students; and assists pupils in making appropriate life style adjustments and in the determination of career and vocational choices.

JOB FUNCTIONS:

- Teaches and instructs in subject matter areas
- Knows educational curriculum and instructional goals and objectives, and educational trends and research findings
- Utilizes an adopted course of study, instructional program guidelines, and other materials in planning and developing lesson plans and teaching outlines
- Pursues a variety of methodology in teaching and instructing pupils, including lectures, demonstrations, discussions, and laboratory experiences
- Conducts teaching and instructional activities, using educational equipment, materials, books, and other learning aids
- Provides instruction in citizenship and other subject matter specified by legal mandate, CMI policy, and administrative regulations
- Plans, develops, and utilizes a variety of instructional materials and aids appropriate to the intellectual and instructional level of pupils from a varied socio-economic and cultural backgrounds, and who possess a range of mental and emotional maturity
- Reviews, analyzes, and evaluates the history, background and assessment of pupils in designing instructional programs to meet individual educational needs
- Individualizes and adapts educational processes and procedures to enhance pupil educational opportunities

JOB TITLE: SECONDARY CLASSROOM TEACHER

Page 2

JOB FUNCTIONS – continued

- Provides group and individual instruction to motivate pupils and effectively utilizes the time available for instructional activities
- Maintains appropriate standards of pupil behavior, using behavioral management strategies and techniques, including positive reinforcement and behavior shaping procedures
- Reviews, analyzes, evaluates, and reports pupil academic, social, and emotional growth
- Prepares, administers, scores, records, and reports the results of criterion referenced tests, and administers, scores, records, and reports the results of group standardized tests in evaluating pupil growth and progress
- Counsels, confers with and communicates with parents, school, and CMI personnel regarding pupil progress and in the interpretation of the educational program
- Cooperatively pursues alternative solutions to improve pupil learning problems, and to enhance expanded academic, social, and emotional growth opportunities
- Maintains an effective learning environment through the proper control of heating, lighting, and ventilation, and the utilization of exhibits, displays, and independent study centers
- Selects and requisitions appropriate educational supplies, materials, books, equipment, and learning aids
- Performs a variety of non-instructional duties, including curriculum and instructional development activities, student supervision, and consultation activities
- Knows principles, theories, methods, techniques, and strategies pertaining to teaching and instruction
- Performs other related functions as required

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to walk, look downward, turn neck, sit, bend, stand, stoop, squat, reach, push, pull, kneel, crawl, climb, grasp/manipulate, lift items up to 10 pounds (frequently), carry up to 10 pounds (occasionally), lift/carry to 40 pounds (infrequently)

JOB TITLE: **SECONDARY CLASSROOM TEACHER**

Page 3

JOB QUALIFICATIONS:

Education:

- Baccalaureate or higher degree with an academic major and professional preparation program which includes student teaching for the teaching credential(s) held

Licenses, Certifications, Bonding and/or Testing:

- Possess or obtain a valid California Driver's license
- TB clearance
- Drug/Alcohol clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Certificated - Position