Brief Description of Position
Teaches one or more classes of English, theatre arts, speech arts, journalism and/or reading to students in grades 7-12, and assists in other school programs as assigned. Does not necessarily teach all subjects listed but those in which training and experience exist.

Major Duties and Responsibilities
1. Teaches content and skills in English language, literature and composition, as well as in reading and journalism, to secondary students, utilizing course of study adopted by the Board of Education
   And/or
   Teaches content and skills in dramatic literature, performing arts, basic speech, basic ballet and jazz dance technique to secondary students, utilizing the course of study adopted by the Board of Education.
2. Instructs students in citizenship, basic communication skills, and other general elements of the course of study common to all teachers, as specified in State law and administrative procedures of the school district.
3. Adapts English material and methods to develop relevant sequential assignments that guide and challenge students.
4. Determines instructional materials designed to achieve instructional goals and educational objectives. Selects books and instructional aids appropriate to the interest and maturity levels of students.
5. Provides individual and small group instruction in order to adapt the curriculum to the needs of each student. Provides remedial programs for students who have not achieved language competency commensurate with their potential.
6. Encourages students to think independently and to express original ideas.
7. Evaluates each student's progress in English, speech drama or journalism skills and prepares progress reports.
8. Assess student proficiency of District-approved interim and graduation requirement competencies and maintains appropriate student achievement records.
9. Identifies students needing remediation and conferences with those students, parents and school personnel to help develop an appropriate schedule of classes to remediate the student's deficiency(ies).
10. Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.
Job Description - Secondary English Teacher

11. Maintains professional competence through participation in inservice education activities provided by the District and/or in self-selected professional growth activities.

12. Provides opportunity and atmosphere for student creativity.

Other Duties and Responsibilities
1. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning problems.
2. Communicates with parents and school counselors on the individual student's progress.
3. Supervises students in out-of-classroom activities as needed by student groups.
4. Requisitions books, instructional aids, and instructional supplies and maintains required inventory records.
5. Participates in curriculum and other developmental programs within the school of assignment and/or on a District level.
6. Performs basic attendance accounting.
7. Shares in the sponsorship of student activities and participates in faculty committees.
8. May plan, coordinate and supervise student teacher, aides and other assistant.
9. May work with students in such activities as preparing material for the school newspaper or yearbook if teaching journalism.
10. May plan, rehearse and direct students in speech and drama activities and productions for school and community. Guides students entering speech and drama contests.

Supervision Exercised and Received
Under the immediate direction of the site administrator/designee.

POSITION QUALIFICATIONS

Minimum Qualifications
1. Credential Any valid credential issued by the State of California to perform the services of a teacher in the subject area in grades 7-12.

2. Education Bachelor's degree, including all courses needed to meet credential requirements; major or minor in subject area preferred.

3. Personal Qualities Appearance, grooming, and personality which establish a desirable example for students. Ability to meet District standards for physical and mental health. Better than average recommendations from student teaching supervisors or other professionals who have observed the personal characteristics, scholastic attainment, and classroom performance of the teacher.
Job Description - Secondary English Teacher

Goals of Effective Performance

1. **English**  Attempts to develop in each pupil skills of listening, speaking, reading and writing that are fundamental to good communication and literate citizenship; to develop appreciation of good literature of all types; to motivate students to read widely for information and recreation; to develop standards for critical judgment of written and oral communications transmitted by mass media; to discover and develop special talents of students in the field of English; to establish rapport with parents and with other staff members.

2. **Speech Arts and Theatre Arts** To develop skills in oral communication; to discover and develop special talent of students in the fields of drama and public speaking; to encourage each student to develop standards for critical analysis and constructive evaluation of his/her own performance in speech and drama as well as the performance of others.

August 1990