CHICO UNIFIED SCHOOL DISTRICT
1163 East Seventh Street
Chico, California 95928
(530) 891-3000, Ext. 142

JOB DESCRIPTION
SECONDARY CLASSROOM TEACHER - MATHEMATICS

Brief Description of Position
Teaches one or more classes of mathematics to students in grades 7-12 and assists in other school programs as assigned.

Major Duties and Responsibilities
1. Meets and instructs those mathematics classes and students assigned in the location and at the times designated, utilizing the courses of study adopted by the Board of Education and appropriate curriculum publications.
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 regulations and procedures of the school district.
3. Prepares lesson plans for assigned classes and translates plans into appropriate learning experiences stressing laboratory learning methods.
4. Subject to availability of resources, applies a wide variety of instructional media applicable to individuals or groups of students of varying capabilities.
5. Designs learning activities that will relate mathematics to the physical world.
6. Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.
7. Provides for continuous evaluation of student progress consistent with teacher, school and District-established instructional objectives, goals and policies; prepares progress reports; keeps appropriate records.
8. Assesses student proficiency of District-approved interim and graduation requirement competencies and maintains appropriate student achievement records.
9. Identifies student 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. Maintains professional competence through participation in inservice education activities provided by the District and/or in self-selected professional growth activities.

Other Duties and Responsibilities
1. Selects and requisitions books, instructional aids and instructional supplies and maintains required inventory records.
2. Utilizes preparation period for lesson planning, conferences or department or grade level study and planning.
Job Description - Secondary Mathematics Teacher

3. Provides professional input by attending and participating in scheduled meetings.
4. Identifies student needs and cooperates with other staff members in assessing and helping students solve health, attitude and learning problems.
5. Communicates with parents to interpret contemporary teaching methods and to discuss individual student's progress.
6. Supervises students in out-of-classroom activities as assigned and shares in sponsorship of student activities.
7. Performs basic attendance accounting and business service as required.
8. Participates in curriculum and other developmental programs within the school of assignment and/or on a District level.
9. May plan and coordinate the work of student teachers, teacher assistants, aides or other paraprofessionals.

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.

Goals of Effective Performance
To help each student develop competence in basic mathematical skills and an understanding of the structure of mathematics; to motivate each student to apply mathematical understanding and skills in the solution of practical problems; to encourage students to develop their special talents in the field of mathematics; to develop good relationships with parents and other staff members.

August 1990