JOB DESCRIPTION
SECONDARY CLASSROOM TEACHER - SOCIAL STUDIES

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

Major Duties and Responsibilities
1. Teaches courses in social studies and related humanities to secondary students, utilizing 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 regulations and procedures of the school district.
3. Develops a balanced social studies program involving factual background material, material on current events, discussion time and other appropriate activities designed to encourage students to develop skills and attitudes, draw conclusions, achieve improved interpersonal relationships and make value judgments based on scientific methods of inquiry.
4. Provides individual, small and large group instruction as appropriate in order to attempt to adapt the curriculum to the needs of students with varying intellectual abilities, attitudes and cultural backgrounds.
5. In the appropriate social science courses, develops knowledge of the purpose, structure and operation of the American governmental and economic system and the rights and responsibilities of American citizenship.
6. Makes material from current magazines, newspapers, television programs, etc., available to students; plans and guides discussions of current social, political and economic problems against background of geographical environment and history of area being studied, as appropriate to the course.
7. Develops an understanding of the contributions of minority racial, religious and political groups to American culture and the role of minorities in our present-day world.
8. Develops knowledge of other nations and their influence on personal freedom, education and living standard of the people in those nations, as appropriate to the course.
9. Encourages students to become aware of the complexity and inter-relations of local, state, national and world problems.
10. Establishes and maintains standards of student behavior needed to provide an orderly productive classroom environment.
11. Evaluates each student's development in the course being taught and reports progress.
12. Maintains professional competence through participation in in-service education workshops and clinics provided by the District and/or in self-selected professional growth activities.

Other Duties and Responsibilities
1. In conjunction with the department chairperson, selects and requisitions books, instructional aids and instructional supplies and maintains required inventory records; may request resource speakers and field trips.
2. Utilizes preparation period for lesson planning, conferences or department or grade level study and planning.
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 attempt to develop in each student an appreciation of American ideals and cultural heritage; to develop proficiency in the use of social studies inquiry skills and concepts; to motivate each student to understand and exercise his rights, privileges and responsibilities as a citizen; to develop understanding of the geographical, historical, cultural and political factors which influence the development of world regions; to encourage students to develop sound opinions based on the study of facts concerning operation of political and economic systems; and to develop positive relationships with parents and with other staff members.