



# ENGLISH TEACHER JOB SCENES

## 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.

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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:

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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

