

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
SECONDARY TEACHER

Job Purpose

Teaches specific subjects in departmentalized classes in middle and secondary schools, and other grades for which appropriately authorized.

Responsible to

School Principal or designee

Subordinates

Classified and unclassified personnel as assigned

Functions

Essential Functions

1. Teaches classes in middle and secondary schools, and other grades for which appropriately authorized, in accordance with the requirements of approved courses of study and at a rate and level commensurate with established expected student progress expectations, using adopted textbooks and other instructional materials authorized for such courses.
2. Uses information about individual students' academic strengths, needs, and progress in planning.
3. Designs activities to engage students in cognitively challenging work aligned to standards.
4. Uses resources that will promote high levels of learning and student engagement in the classroom environment.
5. Closely monitors student learning in order to understand how students are progressing toward the learning objectives and provides students with instructive and timely feedback that will move their learning forward.
6. Establishes a classroom environment that is safe and supportive, risk-taking is encouraged, students feel free to contribute their ideas, and teacher and student interactions are respectful and polite to promote a positive learning environment for all students.
7. Provides clear behavior expectations for students and monitors student behavior throughout the class and school campus.
8. Initiates or participates in Individualized Education Plan (IEP) meetings with administrators, faculty, parents, and other parties involved to develop and IEP for eligible students.
9. Utilizes District approved behavior modification techniques to implement the IEP goals and continually monitors student progress toward IEP goal achievement.
10. Follows established policies and procedures for reporting incidents (e.g., child abuse, substance abuse, harassment, and violence).
11. Communicates with families to create a partnership around student learning by providing information about the instructional program and the progress of their child(ren).
12. Reflects on practice and student work to determine what went well and what changes could improve instruction and uses reflection to inform future instruction.
13. Evaluates the performance of subordinate personnel.

Other Functions

1. During periods of critical personnel shortage or other emergency situations, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned in accordance with the District/UTLA agreement.

Qualifications

Education

An earned bachelor's degree from a regionally-accredited college or university.

Credential

1. A valid California credential or combination of credentials authorizing teaching service in the area and at the level of this class description must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.
2. English Learner Authorization

Bilingual Competency and/or Certification

Teachers in bilingual positions perform the same teaching duties as those in the Secondary Teacher class, but the bilingual counterparts must hold state bilingual certification. Certification documents that meet statutory certification requirements must be in force and on file in the District's Credentialing Unit.

Knowledge, Skills, Abilities, and Personal Characteristics

1. Thorough knowledge of and ability to conduct and implement a cognitively challenging instructional program as required by a District approved course of study.
2. Ability to differentiate instruction to meet diverse student learning needs.
3. Ability to cooperate with the school faculty and administration in the development of a coherent program of instruction.
4. Ability to work effectively with students, parents, staff members, and community representatives in providing a rigorous educational program.
5. Thorough knowledge of content and pedagogy necessary for effective instruction; enthusiasm for, and imagination and creativity in teaching the necessary skills for academic success; and commitment to the education of all students.
6. Understanding of the physical, intellectual, social, and emotional developmental growth patterns of students.
7. Ability to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
8. Ability to communicate effectively including giving clear concise instructions, using academic language, and appropriate level of delivery, and listening without bias and providing appropriate feedback/reinforcement.
9. Ability to compose and comprehend written communication.
10. Ability to properly use and to care for the materials, supplies, and equipment employed in teaching.
11. Appropriate personal appearance, cleanliness, and manner.
12. Poise, tact, and good judgment, and commitment to the education of all students.

Health

Physical and mental fitness to engage in teaching service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

NOTE: This is a Preparation Salary (T) or (L) Table classification.

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

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