



## **GLENDALE UNIFIED SCHOOL DISTRICT**

223 North Jackson Street | Glendale, CA 91206

(818) 241-3111 | [www.gusd.net](http://www.gusd.net)

"Preparing our students for *their* future"

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### **SECONDARY CLASSROOM TEACHER**

#### **DESCRIPTION**

Under the direction of the school administrator, provides an instructional program in accordance with the requirements of approved District curriculum with established expectations for student progress.

#### **ESSENTIAL FUNCTIONS**

1. Teaches classes in middle schools and high schools in accordance with the requirements of approved courses of study, and at a rate level in accordance with student progress expectations.
2. Develops lesson plans that engage students in cognitively challenging work aligned to standards.
3. Utilizes data about individual student progress, strengths and needs in planning.
4. Identifies, selects, and modifies instructional resources to meet the needs of students from diverse backgrounds.
5. Evaluates student learning to determine progress, keeps appropriate records, and prepares progress reports.
6. Provides differentiated instruction in order to modify and accommodate English Learners and students with special needs.
7. Actively plans with department team/s and collaborates effectively with all educational partners.
8. Creates a safe and supportive learning environment where students are encouraged to participate and share ideas.
9. Models respectful and polite interactions with all students.
10. Demonstrates use of a fair, firm and consistent classroom management system.
11. Provides clear behavior expectations for students and monitors student behavior throughout the school campus.
12. Participates in Individualized Education Plan (IEP) meetings to develop IEPs for eligible students.
13. Assumes responsibility for meeting student performance goals and working with colleagues to meet defined achievement goals.
14. Provides ongoing communication with parents/guardians to create a partnership around student learning by providing information about the instructional program and the progress of their child/children

15. Maintains professional competence through staff development activities provided by the District and self-selected professional growth activities.
16. Takes necessary and reasonable precautions to protect students, equipment, and materials.
17. Reflects on practice and student progress to inform future instructional strategies.
18. During periods of critical personnel shortage or other emergency situations, shall temporarily perform any duties, as directed, within the authorization of credential/s held.

## **QUALIFICATIONS**

### **Education**

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

### **Credential**

1. A valid California credential authorizing teaching service in the subject area/s and at the level of this job description.
2. English Learner Authorization.

## **KNOWLEDGE, ABILITIES AND PERSONAL CHARACTERISTICS**

1. Knowledge of the developmental needs of middle and high school students, including an understanding of appropriate behavior management strategies.
2. Knowledge of and ability to implement a cognitively challenging instructional program to secondary students.
3. Ability to differentiate instruction to meet the learning needs of all students.
4. Knowledge of pedagogy and content for effective instruction at the secondary level.
5. Ability to communicate effectively by providing clear, concise instruction using academic language.
6. Ability to listen without bias and provide appropriate feedback.
7. Ability to demonstrate proficiency in written and oral English.
8. Knowledge of methods for effective collaboration and the ability to work collaboratively with all stakeholders.
9. Ability to work effectively with all racial, ethnic, linguistic, economic and disability groups.
10. Demonstrate understanding, patience and approachability toward students, parents and colleagues.

## **SUPERVISION**

Under the Supervision of the Site Administrator/Designee

## **WORK YEAR**

186 days

## **SALARY SCHEDULE**

Per the Collective Bargaining Agreement between the Glendale Unified School District and the Glendale Teachers Association, this position aligns with salary schedule A or B, depending on the credential type, verifiable years of prior service, and educational history verified through an official transcript from an accredited university or college.

## **ADDITIONAL INFORMATION**

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

*STATEMENT OF NON-DISCRIMINATION (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 Section 504 of the Rehabilitation Act of 1973): The Board of Education is committed to equal opportunity for all individuals in education. District programs, activities and services shall be free from unlawful discrimination, harassment (including sexual harassment), intimidation, and/or bullying based on actual or perceived sex, race or ethnicity, color, national origin, nationality, religion, age, sexual orientation, sexual preference, ancestry, ethnic group identification, gender, gender expression, gender identity, physical or mental disability, marital or parental status, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or sexual harassment in any district service, program and/or activity that receives or benefits from state financial assistance. The Board shall promote programs which ensure that unlawful discriminatory practices are eliminated in all district activities. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. A copy of the District's Uniform Complaint Policy is available by calling (818) 241-3111, ext. 1457. Complaints alleging noncompliance with this policy of nondiscrimination should be directed to the following personnel:*

**Title IX Coordinator** – Dr. Kelly King, 223 N. Jackson, (818) 241-3111 ext 1209, [titleix@gusd.net](mailto:titleix@gusd.net)

**Section 504 Coordinator** – Dr. Narineh Khemichian, 223 N. Jackson, (818) 241-3111 ext 1500, [nkhemichian@gusd.net](mailto:nkhemichian@gusd.net)

**Title II/ADA:** Dr. Kelly King, 223 North Jackson, (818) 241-3111 ext 1209, [kking@gusd.net](mailto:kking@gusd.net)