



PALO ALTO
UNIFIED SCHOOL DISTRICT

TITLE: **Teacher, English**
REPORTS TO: **Site Principal and/or Assistant Principal**
SUPERVISES: **Certificated Staff, Classified Staff, and Volunteers as necessary**

OVERVIEW:

The English Teacher provides an educational English program for students (grades 6-8 or 9-12); assists in other school programs as assigned; maintains control over the classroom; preserves suitable learning conditions; and evaluates student progress.

ESSENTIAL RESPONSIBILITIES: *(include but are not limited to the following)*

- Teach content and skills in English language, literature, and composition, as well as in reading and journalism, to secondary pupils, utilizing course of study adopted by the Board of Education and other appropriate learning activities.
- Instruct pupils in citizenship, basic communication skills, and other general elements of the course of study specified by State law, Board policy, and administrative procedures of the District.
- Adapt English material and methods to develop relevant sequential assignments that guide and challenge pupils.
- Develop standards for critical analysis through group discussions based on a variety of mass media and classical and contemporary literature; encourage pupils to express creative ideas and independent thought.
- Develop lesson plans and instructional materials and provides individualized and/or group instruction in order to adapt the curriculum to the needs of pupils with varying abilities, attitudes, and cultural backgrounds.
- Select and requisition books and instructional aides and supplies, appropriate to the interest and maturity levels of pupils. Maintaining required inventory records.
- Provide individual and small group instruction in order to adapt the curriculum to the need of each pupil. May provide remedial programs for pupils who have not achieved language competency commensurate with their potential.
- Participates in curriculum and other developmental programs within the school of assignment and/or on a district level.
- Evaluate each pupil's progress in English skills (listening, speaking, reading, and writing)—with expectations appropriate for the child's age; keep appropriate records; prepare progress reports; and effectively communicate with pupils, counselors, supervisors, and parents regarding progress.
- Maintain proper control and discipline in a positive manner by establishing good, wholesome rapport through healthy, human relationships between individuals involved in the learning processes and in accordance with District policy and procedure.
- Perform basic attendance accounting and business services as required.
- Maintain professional competence through participation in professional growth activities.
- Identify pupil needs and cooperate with other professional staff members in assessing and

helping pupils solve health, attitude, and learning problems.

- Create, with assistance from pupils, a functional and attractive environment for learning through displays, bulletin boards, and interest centers.
- Ensure a comfortable room environment through control of heating, lighting, and ventilation to the extent possible.
- Assume responsibility for a reasonable amount of non-teaching activities such as directing of extra-curricular work, teachers' meetings, professional study, in-service training, curricula revision, student supervision, and other similar activities.
- Plan, coordinate, and evaluate the work of instructional aides, teacher assistants, and other assigned para- professionals.
- Perform other specific duties as indicated by program/content area and grade level, or as directed by supervisor.

MINIMUM REQUIREMENTS:

- Ability to pass a Department of Justice (DOJ) fingerprint clearance
- Completion of a Bachelor's degree
- Legal authorization to work in the U.S.
- Possession of a valid California Teaching Credential, in appropriate content area, as required by the California Education Code
- Possession of an English Learner Authorization (also known as CLAD or BCLAD) may be required
- Within 60 days of hire, provision of TB (tuberculin) clearance, as mandated by the California Education Code

KNOWLEDGE, SKILLS, and ABILITIES (KSAs): *(include but are not limited to the following)*

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to work comfortably with students, staff, parents, and the community, from diverse backgrounds, while being responsive to their needs
- Effective interpersonal, communication, conflict resolution, time management, and record keeping skills
- Knowledgeable about training in current approaches to teaching and structures for differentiated instruction
- Positive, successful record as an educator, in appropriate grade level or content area, preferred
- Proficiency in a second language preferred

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to stand; walk; sit; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception. Employee will frequently work at a computer and travel to attend meetings.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate. Work environment includes working directly with children. There are a number of activities and situations happening at once, and the employee must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. The employee must be prepared to handle accidents and emergencies at any time

The job entails potential for exposure to adverse weather conditions and temperature extremes; exposure to blood-borne pathogens and communicable diseases; and for interaction with disruptive and/or unruly individuals.

WORK YEAR: 187 days

SALARY RANGE: Placement on the teacher's salary schedule