

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, California

**TEACHER - SECONDARY**

**DEFINITION**

Under direction, teach and instruct pupils in grades 9 through 12 in secondary academic subject matter, social, behavioral, and other educational skill areas; plan, develop, organize, and conduct a comprehensive educational program for secondary level pupils; assist upper secondary level pupils in making appropriate life style adjustments, and in the determination of career and vocational choices; perform other related functions as required.

**EXAMPLES OF DUTIES**

- Teach and instruct in subject matter areas commonly found in a comprehensive secondary education program.
- Utilize an adopted course of study, instructional program guidelines, and other materials in planning and developing lesson plans and teaching outlines.
- Pursue a variety of methodology in teaching and instructing pupils, including lectures, demonstrations, discussions, lectures, and laboratory experiences.
- Conduct teaching and instructional activities, using educational equipment, materials, books, and other learning aids.
- Provide instruction in citizenship and other subject matter specified by legal mandate, District policy, and administrative regulations.
- Plan, develop, and utilize a variety of instructional materials and aids appropriate to the intellectual and instructional level of pupils from varied socio-economic and cultural backgrounds, and who possess a range of mental and emotional maturity.
- Review, analyze, and evaluate the history, background, and assessment of pupils in designing instructional programs to meet individual educational needs.
- Individualize and adapt educational processes and procedures to enhance pupil educational opportunities.
- Provide group and individual instruction to motivate pupils, and effectively utilize the time available for instructional activities.
- Maintain appropriate standards of pupil behavior, using behavioral management strategies and techniques, including positive reinforcement and behavior shaping procedures.
- Review, analyze, evaluate, and report pupil academic, social, and emotional growth.
- Prepare, administer, score, record, and report the results of criterion referenced tests, and administer, score, record, and report the results of group standardized tests in evaluating pupil growth and progress.
- Counsel, confer with, and communicate with parents, school, and District personnel regarding pupil progress, and in the interpretation of the educational program.
- Cooperatively pursue alternative solutions to ameliorate pupil learning problems, and to enhance expanded academic, social, and emotional growth opportunities.

**EXAMPLES OF DUTIES (continued)**

- Maintain an effective learning environment through the proper control of heating, lighting, and ventilation, and the utilization of exhibits, displays, and independent study centers.
- Select and requisition appropriate educational supplies, materials, books, equipment, and learning aids.
- Perform a variety of non-instructional duties, including curriculum and instructional development activities, student supervision, and consultation activities.

**QUALIFICATIONS**

**Knowledge of:**

Principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of secondary level pupils; academic, social, and behavioral characteristics of secondary level pupils; educational curriculum and instructional goals and objectives, and educational trends and research findings pertaining to comprehensive secondary programming; behavior management and behavior shaping strategies, techniques and methods, and conflict resolution procedures; socio-economic and cultural background differences of the school population.

**Ability to:**

Plan, organize, develop, and conduct a comprehensive teaching and instructional program for pupils at the secondary level; provide appropriate and effective learning experiences for pupils from a wide range of socio-economic levels and cultural backgrounds; effectively assess the instructional and educational needs of pupils, and design, develop, and implement sound instructional and educational programs; provide a motivating and stimulating learning environment; perform research and development activities pertaining to curriculum and instructional programs and innovative and creative pilot projects designed to enhance pupil educational opportunities and experiences; comply with the District's customer service standards, as outlined in Board Policy.

**Experience:**

Successful completion of student teaching at a recognized college or university, or two years of regular full time secondary level teaching experience.

**Education:**

Possess a baccalaureate or higher degree with emphasis in an academic major or minor subject matter field commonly taught in secondary grade levels.

**Certification Requirement:**

Possess a California credential authorizing service as a teacher of secondary level students in major or minor subject matter fields.