

# SIERRA SANDS UNIFIED SCHOOL DISTRICT

## Job Description - Teacher

Below listed are the duties and responsibilities considered common to all teaching positions in the Sierra Sands Unified School District. Attached to this general job description the reader will find additional duties and responsibilities required of specific specialist positions.

### **FUNCTION:**

To implement the instructional program of the Sierra Sands Unified School District within the schools.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- To implement and support the philosophy, goals, objectives, and policies of the district and school.
- To assess pupil needs and capabilities.
- To provide appropriate learning activities.
- To maintain appropriate student records.
- To evaluate pupil achievement.
- To advise pupil and parents of achievements.
- To maintain standards of pupil behavior that will provide an orderly and productive classroom and school environment.
- To cooperate with other staff members in meeting pupil needs.
- To maintain a physical environment that is conducive to learning.
- To follow district learning continuums and established course of study.

### **OTHER DUTIES AND RESPONSIBILITIES:**

- To perform attendance accounting.
- To assist in selection and requisition of instructional media, supplies, and equipment, and to maintain required inventory records.
- To control material resources to prevent loss or abuse.
- To assist in formulation and implementation of school policies and procedures.
- To attend school and district in-service and informational meetings when appropriate and reasonable.
- To perform non-classroom supervision when equitably and reasonably assigned.
- To perform other appropriate duties related to this job description as assigned by the principal.

### **SUPERVISION EXERCISED OR RECEIVED:**

Under the immediate supervision of the site administrator. May, under the general supervision of the principal, plan and coordinate the work of volunteer aides and other volunteer or paid paraprofessionals.

### **MINIMUM QUALIFICATIONS:**

Legal requirements.

**SEE ADDENDUM, NEXT PAGE**

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**SIERRA SANDS UNIFIED SCHOOL DISTRICT**  
**Addendum to the General Job Description for Teacher**

Specified below are the additional duties and responsibilities required of teaching specialists as outlined by job title.

**SPECIAL DAY CLASS TEACHER:**

- To teach pupils in specified special day class program the basic learning skills parallel to the regular classroom curriculum with necessary adaptations and at a level and rate commensurate with the intellectual, emotional, and physical needs of the pupil.
- To encourage integration of pupils with regular classes for instructional and/or experiences beneficial to both special class and regular class pupils.
- To serve as a member of the child study and/or individual educational plan team.

**RESOURCE SPECIALIST PROGRAM:**

- To teach pupils individually or in groups the basic learning skills parallel to the regular classroom curriculum with necessary adaptations and at a level and rate commensurate with the intellectual, emotional, and physical needs of the pupils and in accordance with the pupil's individual education plan.
- To provide information and assistance to individuals with exceptional needs and to their parents.
- To provide consultation, resource information, and material regarding individuals with exceptional needs and to their parents and to regular staff members.
- To coordinate special education services with the regular school programs for each individual with exceptional needs enrolled in the resource specialist program.
- To monitor pupil progress on a regular basis; participate in the development, review, and revision of individualized education programs as appropriate; and refer pupils who do not demonstrate appropriate progress to the individualized education program team.

**SEVERELY HANDICAPPED:**

- To provide a program that includes the development of personal and social competency, the development of sensory motor skills, and the development of economic usefulness to the greatest extent possible.
- To provide training related to recreational activities, hobbies, and self-expression through art, media, and music to the greatest extent possible.

**INSTRUMENTAL MUSIC:**

- To establish a schedule of instructional activities for each school to which assigned.
- To recruit beginning pupils to receive instruction in playing standard band/orchestra instruments.
- To provide instruction to beginning, intermediate, and advanced pupils.
- To organize and present instrumental music programs for assemblies, classroom demonstrations, and public performances.
- To maintain and make minor adjustments and repairs to musical instruments.

## **SIERRA SANDS UNIFIED SCHOOL DISTRICT**

### **Addendum to the General Job Description for Teacher (continued)**

#### **VOCAL MUSIC, GRADES 2 – 6:**

- To maintain a music program to meet the musical needs of 2 – 6 pupils.
- To develop knowledge of music through a progressive understanding of musical notes, symbols, and form.
- To provide a variety of musical experience, including listening, rhythms, and folk dancing; simple instrumental exploration; and appropriate historical and factual materials leading the pupils to develop musical awareness and aesthetic responsiveness.
- To include contemporary music, a variety of music from our heritage, and music from other periods and cultures as well as that of ethnic groups, especially those found in the immediate area.
- To provide for a continuing evaluation, review, and improvement of the vocal program.
- To work with administrators and staff to plan and schedule music within the daily program.

#### **SPEECH/LANGUAGE SPECIALIST:**

- To provide prevention-oriented, sequenced activities to help pupils to develop communicative behavior and appropriate social, educational, and cultural contexts.
- To identify, assess, and recommend placement of pupils with disorders of language, speech, and hearing.
- To direct clinical rehabilitative-therapeutic-educational management for pupils with disorders of language, speech, and hearing.
- To provide specialized instruction for pupils with disorders or deficiencies of language, speech, and hearing.
- To counsel parents and teachers and other school personnel with respect to management of pupil's language, speech, and hearing disorder, deviation, or development.
- To serve on the child study and individual educational plan team.

#### **NURSE:**

- To assist with emergencies where health and safety are endangered.
- To assess the health status of pupils and to coordinate all aspects of the health, appraisal, and referral programs as mandated by State law and District policy.
- To assist the administration in providing a safe, healthful school environment.
- To assist the administration in planning and implementing health and safety programs.
- To identify pupils with clinical health problems, to inform staff of special needs, and to assist in planning an appropriate program for pupils.
- To serve as a member of the individual educational plan team, including obtaining in-depth developmental, medical, and health histories and a home assessment.
- To counsel parents concerning health problems of pupils.
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**SIERRA SANDS UNIFIED SCHOOL DISTRICT**  
**Addendum to the General Job Description for Teacher (continued)**

**NURSE (continued):**

- To act as a resource person in the area of health and safety.
- To act as liaison with other agencies regarding community health, immunization program, and the prevention and control of communicable diseases.

**ADDITIONAL JOB DESCRIPTIONS HAVE BEEN APPROVED FOR THE FOLLOWING:**

- Teacher, Resource for Special Projects
- Department Chairperson, 7 - 12
- GATE Teacher/Advisor
- Demonstration Teacher
- Teacher, Infant Center
- Teacher, Regional Occupational Program