
CLASSROOM TEACHER / ASSISTANT HIGH SCHOOL PRINCIPAL

Qualifications:

Teaching credential issued by the California Commission on Teaching Credential or the ability to secure a California credential. Must possess a CLAD certification.

Essential Duties:

Major Duties and Responsibilities:

Determines Standards for and Methods of Assessing Student Progress

1. Develops standards for critical analysis and encourages pupils to think independently and to express original ideas.
2. Establishes standards of expected student progress for approval by the evaluator based on the assessment of the pupils in the class.

Teacher Competence Relative to Established Standards for Pupil Progress

3. Teaches content and skills, utilizing the course of study adopted by the Board of Education and other appropriate learning activities.
4. Instructs pupils in citizenship, basic communication skills, and other general elements of the course of study common to all teachers, as specified in State law and administrative regulations and procedures of the school district.
5. Adapts materials and methods to develop relevant, sequential assignments that guide and challenge pupils.
6. Determines instructional materials designed to achieve instructional goals and performance objectives. Selects books and instructional aids appropriate to the interest and maturity levels of pupils.
7. Provides individual and small group instruction in order to adapt the curriculum to the needs of each pupil. May provide remedial programs for pupils who have not achieved competency commensurate with their potential.
8. Participates in the evaluation and assessment activities required by the district, including periodic self-evaluation.
9. Evaluates each pupil's progress and communicates with the parents on the pupil's progress.
10. Cooperates with the evaluator in developing and implementing suitable activities to improve teaching effectiveness or other deficiencies.
11. Maintains professional competence through participation in in-service educational activities provided by the district and/or in self-selected professional growth activities.
12. Provides competent leadership in insuring that students meet pupil progress standards relative to the goals and objectives for each grade level as measured by the school administrator using the district's evaluative instrument.
13. Performs basic attendance accounting, budget preparation, and inventory recording.
14. Serves as a supervisor, advisor, or chaperone to approved and assigned activities.
15. Establishes and maintains standards of pupil behavior through proper control and supervision and the provision of learning activities which stimulate the interest and motivation of pupils in and out of the classroom.
16. Provides a suitable learning environment conducive to the development of the pupil's concept of self and helps students solve health, attitude, and learning problems.
17. Supervises pupils in out-of-class activities and actively supports the daily program by accepting unexpected duties.

Administrator Duties

18. Plans, organizes, coordinates, and participates in programs and activities related to the operation of an assigned high school including instruction, student discipline and other programs. Enforces applicable state and District codes, policies and laws.

RIPON UNIFIED SCHOOL DISTRICT**JOB DESCRIPTION**

19. Plans, organizes, coordinates, and participates in programs and activities targeted for unduplicated students. Monitors unduplicated students, programs and activities to ensure students graduate, and are college & career ready. This includes making sure students are on track for A - G requirements.
20. Performs a variety of administrative duties to assist the Principal in managing the school.
21. Develops and administers disciplinary procedure in accordance with District policies and state laws; receives referrals and confers with students, parents, teachers, and community agencies. Responds to and resolves parent, student and staff complaints.
22. Supervises students on campus as well as before and after school. Oversees athletic and other student activities as assigned. Coordinates, trains, and monitors employees involved in student supervision during these times.
23. Performs other duties as assigned.

Immediate Supervisor: Principal

Assignment: 205 Days

Salary: Certificated Schedule 60%/Administrator Schedule 40% (Range 100)