

ON-TRACK CREDIT RECOVERY TEACHER

JOB GOAL/PROGRAM DESCRIPTION:

To instruct and facilitate 9-12th grade students who have attempted and previously failed high school level classes in a computer lab setting after school and/or on Saturdays.

PERFORMANCE RESPONSIBILITIES AND DUTIES:

Provides a rigorous and challenging work load for students.

Provides instruction in high school curricula.

Utilizes PLATO Learning Environment.

Prepares, maintains, and organizes student files.

Assume responsibility for the safety and welfare of pupils.

Develop and maintain professional relationships with school and staff where program is located.

Guides the learning process.

Assesses the accomplishments of students on a regular basis and provides progress reports as needed.

Creates and maintains a classroom environment conducive to learning appropriate to the identified needs of the student.

Maintains accurate and complete records as required by law, District policy and administrative regulations.

Cooperates with other members of the school or District staff in planning instructional goals, objectives, methods and curriculum.

Establishes and maintains cooperative relations with others.

Works to establish and maintain open lines of communication with students and their parents concerning both the academic and behavioral progress of assigned students.

REPORTS TO/PRIMARY EVALUATOR:

Principal

REQUIRED QUALIFICATIONS:

Possess the appropriate valid California public single subject school teaching credential with a major or minor recorded on the credential reflecting the content of the teaching assignment: CLAD or equivalent.

DESIRED QUALIFICATIONS:

Successful multi-ethnic teaching experience.

Bilingual: Spanish.

SMJUHSD

9/09