

## Appendix J-CTA Contract

### Siskiyou UHSD/TEACHER – SECONDARY

#### DEFINITION

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

#### DISTINGUISHING CHARACTERISTICS

This position classification requires subject area expertise commonly associated with secondary teaching and instruction. Directly related teaching and instruction experience is required to perform problem analysis using prescribed principles, methods and concepts. The position classification performs decision analysis and makes decisions of considerable consequence, in determining how best to aid students in the learning process. The functional role of this position classification requires the application and interpretation of data, facts, procedures, and policies. The incumbents meet frequently with school administrators, teachers, other staff to communicate information data and alternative problem solutions. This a position classification that performs light work that involves sitting a portion of the time, but require walking and standing for extended periods. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with materials and objects and providing oral information.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

#### EXAMPLES OF DUTIES

- Teaches and instructs in subject matter areas commonly found in a comprehensive secondary education program.
- Utilizes an adopted course of study, instructional program guidelines and other materials in planning and developing lesson plans and teaching outlines.
- Pursues a variety of methodology in teaching and instruction pupils, including lectures, demonstration, discussions, lecture and laboratory experience
- Conducts teaching and instructional activities, using educational equipment, materials, books and other learning aids.

- Provides instruction in citizenship and other subject matter specified by legal mandate, District policy and administrative regulations.
- Plans, develops and utilizes 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.
- Reviews, analyzes, and evaluates the history, background and assessment of pupils in designing instructional programs to meet individual educational needs.
- Individualizes and adapts educational processes and procedures to enhance pupil educational opportunities.
- Provides group and individual instruction to motivate pupils and effectively utilizes the time available for instructional activities.
- Maintains appropriate standards of pupil behavior, using behavioral management strategies and techniques, including positive reinforcement and behavior shaping procedures.
- Reviews, analyzes, evaluates and reports pupil academic, social and emotional growth.
- Prepares, administers, scores, records and reports the results of criterion referenced tests and administers, scores, records and reports the results of group standardized tests in evaluating pupil growth and progress.
- Counsels, confers with and communicates with parents, school and District personnel regarding pupil progress, and in the interpretation of the educational program
- Cooperatively pursues alternative solutions to ameliorate pupil learning problems, and to enhance expanded academic, social and emotional growth opportunities.
- Maintains an effective learning environment through the proper control of heating, lighting and ventilation and the utilization of exhibits, displays and independent study centers.
- Selects and requisitions appropriate educational supplies, materials, books, equipment and learning aids.
- Performs 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 instruction 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 motivation and stimulating learning environment;

Perform a research and development activities pertaining to curriculum and instructional programs and innovative and creative pilot projects designed to enhance pupil educational opportunities and experiences.

**EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. Atypical way to obtain the required knowledge and skill would be:

Experience:

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

Education:

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

**CERTIFICATION REQUIREMENT**

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

## **8.1 Professional Responsibilities**

In addition to assigned classroom responsibilities as outlined below and as stated in the CTA/NEA Code of Ethics, teachers shall perform these essential functions of the teaching profession and our district professional culture, many of which will occur outside of scheduled contract hours. These functions are outlined in the teacher job description (See Appendix J) and will be part of instructional evaluation system. Such responsibilities include, but are not limited to:

- Allowing for daily, published, and routine access outside of the instructional day for parent and student in-person contact
- Planning, selecting, and preparing material and lessons for daily instruction
- Evaluating work of pupils; conferring and counseling with students, parents, staff and administrators
- Keeping accurate and daily records regarding student attendance and academic progress
- Supervising pupils; supervising and providing leadership of pupil organizations and activities as assignment
- Attending back to school nights, open houses, community and graduation events
- Attending faculty and/or departmental meetings; serving on committees providing advice and service to the District
- Participating in approved professional activities relating to the teaching assignment;
- Staying current with educational best practices and abreast of developments within the subject matter taught by the teacher
- Participating in approved staff development programs
- Assuming responsibilities for the proper use and control of District property, materials, supplies, and equipment

## **CTA/NEA CODE OF ETHICS**

### **PREAMBLE**

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than one specifically designed by the NEA or its affiliates.

### **PRINCIPLE I**

#### **COMMITMENT TO THE STUDENT**

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator -

- Shall not reasonably restrain the student from independent action in the pursuit of learning.
- Shall not unreasonably deny the student access to varying points of view.
- Shall not deliberately suppress or distort subject matter relevant to the student's progress.
- Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
- Shall not intentionally expose the student to embarrassment or disparagement.
- Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religion beliefs, family, social, or cultural background, or sexual orientation, unfairly -
  - a. Exclude any student from participation in any program
  - b. Deny benefits to any student
  - c. Grant any advantage to any student.
- Shall not use professional relationships with students for private advantage.
- Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

## PRINCIPLE II

### COMMITMENT TO THE PROFESSION

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgement, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation of the profession, the educator -

- Shall not in any application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
- Shall not misrepresent his/her professional qualifications.
- Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
- Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
- Shall not assist a non-educator in the unauthorized practice of teaching.
- Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
- Shall not knowingly make false or malicious statements about a colleague.
- Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.

- Adopted by the NEA 1975 Representative Assembly