

Bakersfield City School District  
Education Center – 1300 Baker Street  
Bakersfield, California 93305  
Personnel Services

**TITLE:** OFFICE TEACHER

**QUALIFICATIONS:**

1. Regular California teaching credential or counseling credential authorizing service in area of assignment
2. Community-oriented person preferred
3. Demonstrated skill in working with pupils, parents and staff

**REPORTS TO:** Principal

**SUPERVISES:** Clerks or aides, as assigned, if any

**JOB GOAL:** To supplement the efforts of the principal to develop and maintain effective communication procedures by providing additional and specialized professional contacts with parents, students, teachers, counselors and community agencies.

**JOB RESPONSIBILITIES:**

1. Carries out assignments which grow out of the special needs in the particular school setting to which he is assigned
2. Verifies attendances, absences and tardinesses
3. Attempts immediate and preventive student control
4. Makes recommendations to the principal for suspensions
5. Refers students to the counselors and the nurse
6. Makes home calls
7. Works with parents
8. Relieves regular teachers from their classes when required
9. Responsible for locker assignment
10. Leads student groups
11. Organizes and directs student activities
12. Assists with homeroom meetings
13. Helps with yard supervision
14. Contacts and works with community groups and organizations
15. Contacts special services and special education personnel
16. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; teacher salary schedule

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable