



INTERNATIONAL LEADERSHIP OF TEXAS

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: Apprentice Teacher

Reports to: Principal

Revised: 07/2025

Dept./School: Assigned Campus

Primary Purpose: Teacher Apprentice will assist, support and work alongside experienced educators to develop teaching skills, gain practical classroom experience and provide other whole-class instructional support which contributes to the success of our students. Reinforcing knowledge and skills, monitoring student progress and preparing instructional materials. The teacher apprentice will have the opportunity to learn and grow within a supportive and innovative educational environment.

Qualifications:

Education/Certification:

- Minimum of a Bachelor's degree from an accredited college or university.
- Certified teacher or in a certification program (strongly preferred).

Experience:

- In years 0-2 years of experience as a teacher

Major Responsibilities and Duties:

- Collaborate with lead teachers to support classroom management and create an engaging learning environment.
- Assist in planning and implementing lesson plans, instructional activities, and assessments.
- Provide individual or small group instruction to reinforce learning objectives.
- Support students in developing academic and social-emotional skills.
- Participate in professional development sessions and workshops to enhance teaching skills and knowledge.
- Attend teacher meetings, observe experienced teachers, and engage in reflective practices.
- Collaborate with mentor teachers to receive feedback, guidance, and support for continuous improvement.
- Stay informed about current educational trends, instructional strategies, and best practices.
- Foster positive and inclusive relationships with students, creating a safe and supportive learning environment.

Additional Duties:

- Assist in assessing student progress and maintaining accurate records of student performance.
- Support student behavior management and reinforce classroom expectations.

- Collaborate with other staff members to identify and address student needs and challenges.
- Establish open and effective communication with parents/guardians, keeping them informed about student progress and achievements.
- Participate in parent-teacher conferences and other school events to foster a strong home-school partnership.
- Contribute to the school community by attending and supporting extracurricular activities and events.
- Perform other job-related duties as assigned.

Any and all other duties assigned by immediate supervisor.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

Posture: Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting

Motion: Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

Lifting: Frequent moderate lifting and carrying (15–44 pounds)

Environment: Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by Date

Received

by _____ Date _____