Little Cypress-Mauriceville CISD			
Job Title:	Teacher	**Wage/Hour Status:**	Exempt
Reports to:	Principal	**Pay Grade:**	Professional Group 1
Dept./School:	Assigned Campus	**Date Revised:**	02/17/2017

Primary Purpose:

Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

Qualifications:

Education/Certification:
Bachelor's degree from accredited university
Valid Texas teaching certificate with required endorsements for subject and level assigned

Special Knowledge/Skills:
Knowledge of subjects assigned
General knowledge of curriculum and instruction
Ability to instruct students and manage their behavior
Strong organizational, communication, and interpersonal skills

Experience:
At least one year student teaching or approved internship

Major Responsibilities and Duties:

Instructional Strategies

1. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required.

2. Prepare lessons that reflect accommodations for differences in student learning styles.

3. Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.

4. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.

5. Conduct assessment of student learning styles and use results to plan instructional activities.

6. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).

7. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.

8. Plan and supervise assignments of teacher aide(s) and volunteer(s).

9. Use technology to strengthen the teaching/learning process.

Student Growth and Development

10. Help students analyze and improve study methods and habits.

11. Conduct ongoing assessment of student achievement through formal and informal testing.

12. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.

13. Be a positive role model for students, support mission of school district.

Classroom Management and Organization

14. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.

15. Manage student behavior in accordance with Student Code of Conduct and student handbook.

16. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

17. Assist in selection of books, equipment, and other instructional materials.

Communication

18. Establish and maintain open of communication by conducting conferences with parents, students, principals, and teachers.

19. Maintain a professional relationship with colleagues, students, parents, and community members.
20. Use effective communication skills to present information accurately and clearly.

Professional Growth and Development

21. Participate in staff development activities to improve job-related skills.

22. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.

23. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

24. Attend and participate in faculty meetings and serve on staff committees as required.

Other

25. Perform other duties assigned by supervisor.

Supervisory Responsibilities:

Supervise assigned teacher aide(s).

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Frequent standing, stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment.

Little Cypress-Mauriceville CISD			
Job Title:	Coach	**Wage/Hour Status:**	Exempt
Reports to:	Principal and Athletic Director	**Pay Grade:**	Professional Group 1
Dept./School:	Assigned Campus and Athletics	**Date Revised:**	12/1/2002

Primary Purpose:

Provide instruction and coach students to develop skills and ability to excel in sport assigned. Contribute to education program as a whole and to growth of students involved in athletics.

Qualifications:

Education/Certification:
Bachelor's degree
Valid Texas teaching certificate

Special Knowledge/Skills:
General knowledge of coaching techniques and procedures
Knowledge of University Interscholastic League (UIL) rules
Ability to instruct and supervise student athletes
Excellent organizational, communication, and interpersonal skills

Experience:
Four years experience as coach or participant in sport assigned

Major Responsibilities and Duties:

Instruction

1. Use a variety of instructional techniques and media to meet the needs and improve the abilities of student athletes in the sport assigned.

2. Manage and supervise athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, and good sportsmanship.

3. Work with other members of school staff to plan and put in place instructional goals and objectives to ensure the overall educational development of student athletes.

Program Management

4. Establish performance criteria for competition and evaluate students' athletic abilities initially and on a regular basis.

5. Take all necessary precautions to protect student athletes, equipment, materials, and facilities.

6. Keep informed of and ensure compliance with all UIL rules.

7. Monitor and enforce student eligibility criteria for extracurricular participation.

8. Work with athletic director to schedule competitions and coordinate arrangements.

9. Develop and coordinate a continuing evaluation of coaching program and make changes based on findings.

Student Management

10. Accompany and supervise student athletes during athletic competitions in assigned sports on out-of-town trips.

11. Instruct and advise students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices.

12. Apply and enforce student discipline during athletic contests, practice sessions, and while on trips off school property in accordance with Student Code of Conduct and student handbook.

13. Encourage, by example and through instruction, sportsmanlike conduct in all phases of athletic participation.

Communication

14. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.

Administration

15. Assist in selection of equipment and instructional materials.

16. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

17. Maintain a current inventory of all fixed assets within program.

18. Oversee process of cleaning, repairing, and storing all campus athletic equipment.

Other

19. Perform other duties assigned by supervisor.

Supervisory Responsibilities:

Supervise assigned assistant coaches and student athletic assistants.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Frequent districtwide and statewide travel; frequent prolonged and irregular hours; outdoor exposure to sun and heat.