VILLAGE TECH SCHOOLS

JOB DESCRIPTION
Teacher

Job Title: Teacher

Wage/Hour Status: Exempt

Reports to: Campus Director

Pay Grade:

Dept./School: Assigned Campus

Date Revised: July 24, 2017

Teacher Work Days: 187

Primary Purpose:

Provide students with appropriate learning activities and experiences in the core academic subject area assigned 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 or required training for subject and level assigned
Demonstrated competency in the core academic subject area assigned

Special Knowledge/Skills:
Knowledge of core academic subject 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 /internship or enrolled in an alternative certification program.

Major Responsibilities and Duties:

Instructional Strategies

- Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required.
- Prepare lessons that reflect accommodations for differences in student learning styles.

- Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- Conduct assessment of student learning styles and use results to plan instructional activities.
- Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
- Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
- Plan and supervise assignments of teacher aide(s) and volunteer(s).
- Use technology to strengthen the teaching/learning process.

Student Growth and Development

- Help students analyze and improve study methods and habits.
- Conduct ongoing assessment of student achievement through formal and informal testing.
- Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
- Be a positive role model for students, support mission of school district.

Classroom Management and Organization

- Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with Student Code of Conduct and student handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in selection of books, equipment, and other instructional materials.

Communication

- Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
- Maintain a professional relationship with colleagues, students, parents, and community members.

- Use effective communication skills to present information accurately and clearly.

Professional Growth and Development

- Participate in staff development activities to improve job-related skills.
- Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- Attend and participate in faculty meetings and serve on staff committees as required.

Other

Perform any other duties assigned.

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.

Employment with Village Tech Schools shall be at-will unless a term of employment is expressly stated in a written contract. **At-will employment means that an employee may be terminated with or without cause, with or without prior notice, at any time, for any reason or for no reason. Similarly, employment with Village Tech Schools is voluntarily entered into, and employees are free to resign at any time, with or without cause or notice.**

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

(employee signature)

VILLAGE TECH SCHOOLS

Approved by _____ Date _____

(supervisor signature)

Village Tech Schools considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.