This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.

Job Title: Teacher
Exemption Status/Test: Exempt/Professional
Reports to: Principal
Date Revised:
Dept./School: Assigned Campus

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 training for subject and level assigned
Demonstrated competency in the core academic subject area assigned
[Physical Education Teachers: Current automated external defibrillator (AED) certificate]

Special Knowledge/Skills:
Knowledge of core academic subject assigned
Knowledge of curriculum and instruction
Ability to instruct students and manage their behavior
Strong organizational, communication, and interpersonal skills

Experience:
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. Prepare lessons that reflect accommodations for differences in individual student differences.

2. Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.

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

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

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

6. Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion.

Student Growth and Development

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

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

9. Be a positive role model for students; support mission of school district.

Classroom Management and Organization

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

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

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

13. Assist in selecting books, equipment, and other instructional materials.

14. Compile, maintain, and file all reports, records, and other documents required.

Communication

15. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

Professional Growth and Development

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

17. Comply with state, district, and school regulations and policies for classroom teachers.

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

Supervisory Responsibilities:

Direct the work of assigned instructional aide(s).

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Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment; *[P.E. teachers: automated external defibrillator (AED)]*

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

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move text books and classroom equipment

Environment: Work inside, may work outside; regular exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

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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 _____

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