

Job Title: Teacher

Wage Status: Salary

Reports to: Executive Director or Designee

Pay Grade: 187

Primary Purpose

The role of the teacher is to interact effectively with each component of the educational setting in order to respond to the unique needs of each student. This is to be done within the framework of the philosophy and objectives established by Board policy and is to be consistent within requirements and standards of regulations and procedures.

Qualifications

Education/Certification

Bachelor's Degree or Board Approval

Valid Texas Teacher Certification per Texas Education Agency regulations for the position assigned (recommended)

MAJOR RESPONSIBILITIES AND DUTIES

Instructional Strategies

1. Implements the Texas Essential Knowledge and Skills for the grade or subject assigned.
2. Develops and implements long-range and short-range plans for the instructional program.
3. Utilizes teaching techniques and classroom strategies to accommodate the various learning styles and modes of the students.
4. Teaches an assigned grade or subject by preparing teaching lessons, supervising learning activities, maintaining discipline, and evaluating and reporting student progress.
5. Diagnoses and assesses student needs with regard to the instructional goals and objectives.
6. Interacts with students to promote positive school image and enhance the teaching-learning process.
7. Utilizes approved textbooks, technology, supplementary materials, equipment and facilities in the most effective manner to implement the curriculum.
8. Presents the subject matter according to guidelines established by Board policies and administrative regulations.
9. Cooperates with teachers in planning and implementing the instructional program.
10. Performs tasks relating to student attendance, record keeping, reporting, and textbook accounting effectively and on time.
11. Tests students, records and posts grades effectively and on time.
12. Works with Executive Director, Assistant Directors, and counselors in identifying and solving problems related to his/her students.
13. Assesses the accomplishments of students on a regular basis and re-teaches as necessary.
14. Assists with the selection of programs, equipment, and materials to meet the needs of students.
15. Develops and maintains a classroom environment conducive to effective learning.
16. Takes all necessary precautions to protect equipment and facilities to meet the needs of the students.
17. Attends and participates in group meetings and staff development programs.

18. Attends and participates in faculty meetings before and after normal school hours.

Student Management

- 19. Counsels with students and parents regarding academic and social progress and attendance.
- 20. Acts as a positive role model for students; supports the mission of the school.
- 21. Works with campus personnel to identify and solve problems related to students.

Policy, Reports and Law

- 22. Upholds and enforces school rules, administrative regulations, and Board policy.
- 23. Establishes control in the classroom and administers discipline and punishment in accordance with Board policies and administrative regulations.
- 24. Compiles, maintains, and files all reports, records, and other documents required.

Communication

- 25. Establishes and maintains open lines of communication by conducting conferences with parents, students, and administrators.
- 26. Maintains a professional relationship with colleagues, students, parents, and community members.
- 27. Uses effective communication skills to present information accurately and clearly.
- 28. Promotes positive community relations through effective communication with community members as demonstration of professional responsibility.
- 29. Attends RPTO meetings, parent/teacher conferences, and open houses.

Professional Growth

- 30. Participates in staff development activities to improve job-related skills.

Supervisory Responsibilities

Supervises paraprofessionals and student teachers when assigned.

Physical and Mental Requirements

Maintains emotional control under stress. Frequent standing stooping, bending, kneeling, pushing and pulling. Moves small stacks of textbooks, media equipment, desks, and other classroom or adaptive equipment. Stands for periods of time in supervising student behavior and work.

Terms of Employment

187 Days: Salary to be determined by the Board of Directors.