



HUMAN RESOURCES

JOB DESCRIPTION

Job Title: Teacher

Trade Salary Block: Teacher Salary Scale

Reports To: Principal

Wage/Hour Status: Exempt

Terms of Employment: 187

Minimum Qualifications:

- Bachelor's degree from accredited university
- Valid Texas teaching certificate with required endorsements
- Demonstrated competency in the core academic subject area assigned
- At least one year student teaching or approved internship

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

Primary Purpose:

Provide students with appropriate learning activities and experiences in traditional and virtual classroom environments and 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.

Performance Responsibilities:

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 and goals 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 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. Performs duties in a professional, ethical and responsible manner.
26. Maintains a professional level of confidentiality concerning personnel and students.
27. Upholds and adheres to safety rules and policies of the CISD safety program.
28. Supports the goals and objectives of the school district and follows all district policies.
29. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
30. Regular and reliable attendance is an essential job function, unless otherwise instructed to work from home by supervisor.
31. Performs any other duties as assigned by the appropriate supervisor.

Distance Learning and Virtual Instruction Duties and Responsibilities:

In the event of a school closure in response to a disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic or other calamity, the following duties and responsibilities will be added to the above listed Major Job Responsibilities and Duties, as may be directed by the Superintendent.

32. Develop and implement lesson plans and activities through distance or virtual learning to fulfill the requirements of district's curriculum program and show written evidence of preparation, as required. Prepare lesson plans in instructional formats that accommodate differences in individual student needs.
33. Plan and use instructional strategies, activities, and resources for distance or virtual learning that reflect understanding of the learning styles and needs of assigned students according to guidelines established by the Texas Education Agency.
34. Be available by phone, email, and/or video conferencing during regular business hour to confer with district personnel, students, and/or parents. The rest of the workday is committed to planning, preparing, implementing, and evaluating lessons and activities.

35. Communicate with students or parents as instructed by campus administration.
36. Provide ongoing feedback of student achievement through formal and informal methods.
37. Create a virtual classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.

Supervisory Responsibilities:

38. 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.

Mental Demands/Physical Demands/Environmental Factors in Distance Learning Environment:

Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work from inside home or location other than school building

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

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.

Terms of Employment

Work year established by the Superintendent; Salary according to schedule adopted annually

Evaluation:

Job performance will be evaluated annually as per district policies and procedures

Print Name

Employee Signature

Date: