



Position: Secondary Teacher

Assignment: Secondary Teacher

Reports to: Principal

Dept./School: Assigned Campus

Wage/Hour Status: Exempt

Pay Grade: TC100/187 days

Date Revised: Spring 2024

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. Adhere to all board policies, state and federal laws and district expectations. Continue professional learning throughout your career.

Qualifications:

Minimum 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/Experience:

- Develop lesson plans and strategies that align to district curriculum.
- Design assessments that align with instruction
- 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
- Knowledge of special education laws as they relate to students in the general education classroom.
- At least one-year student teaching or approved internship

Major Responsibilities and Duties:

- Develop and implement lesson plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required.
- 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.
- 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 instruction goals, objectives, and methods according to district requirements.
- Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion.

- 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 and support the mission of the school district.
- Create classroom environments 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.
- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.
- Think before posting to social media and follow district expectations regarding social media and students.
- Participate in staff development activities to improve job-related skills.
- Comply with state, district, and school regulations and policies for classroom teachers.
- Attend and participate in faculty meetings and serve on staff committees as required.

Mental Demands/Physical Demands/Environmental Factors:

- Personal computer and peripherals; standard instructional equipment; *[P.E. teachers: automated external defibrillator (AED)]*
- Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting.
- Frequent walking
- Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment.
- Work inside, may work outside, regular exposure to noise.
- Maintain emotional control under stress; work prolonged or irregular hours; work with frequent interruptions.

OTHER: All employees are to follow district safety protocols and emergency procedures.

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. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name