



TALENT MANAGEMENT

Job Description

Reports To: Campus Principal
Wage/Hour Status: Exempt
Pay Grade: Teacher Salary Schedule
Department: Campus Assigned

Terms of Employment:

Follow the instructional calendar as approved by the School Board and no less than 187 days per school year. Salary is on the teacher salary schedule on the SAISD Compensation Plan on a probationary teacher contract, as applicable with additional consideration for directly related experience.

Primary Purpose:

To provide students with appropriate learning activities in core academic subject areas designed to fulfill their maximum potential for intellectual, emotional, physical and social growth. Enable students to develop competencies and skills that will prepare them for success in higher education and society.

Minimum Qualifications

Performance Evaluation Requirements

- **No Teaching Experience:** Favorable recommendation from an educational program supervisor
- **1-2 Years of Teaching Experience:** The summative evaluation scores must be at “proficient” or above in four of sixteen dimensions with no “improvement needed” in any dimension using TTESS or a comparable performance evaluation tool
- **3 or More Years of Teaching Experience:** The summative evaluation scores must be at “proficient” or above in nine of sixteen dimensions with no “improvement needed” in any dimension using TTESS or a comparable performance evaluation tool

Education/Certification:

- Bachelor’s degree from an accredited four-year college or university; &
- Valid Texas Teaching Certificate with required endorsements for subject and level assigned; &
- Demonstrated competency in core subject area assigned; &
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the applicant.

Special Knowledge/Skills:

- Knowledge of core academic subject assigned
- Knowledge of curriculum and instruction
- Ability to instruct students and manage student behavior
- Strong organizational, communication, and interpersonal skills
- Ability to adjust and adapt to a multitude of situations in the school environment

Experience:



TALENT MANAGEMENT

Job Description

- Student teaching or approved internship

MAJOR RESPONSIBILITIES AND DUTIES

Instructional Planning and Delivery:

- Analyze performance data in order to provide targeted instruction based on students' individual needs
- Develop and implement lesson plans that fulfill the requirements of the district's curriculum program, reflect accommodations for learning style differences, and show written evidence of preparation as required
- Present subject matter according to the guidelines established by the Texas Education Agency, board policies, and administrative regulations
- Work with other staff members to determine instructional goals, objectives and methods according to district requirements
- Work with special education teachers to modify curricula as needed for special education students as identified in Individual Education Plans (IEP)
- Use technology to strengthen the teaching/learning process
- Plan and monitor workflow of instructional assistants and volunteers

Monitoring Student Progress and Potential:

- Help students analyze and improve study methods and habits
- Conduct ongoing assessments of student achievement through formal and informal testing
- Support the mission of the school district by serving as a positive role model for students

Classroom Management and Organization:

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

Qualities of Effective Teaching:

- Use effective communication skills to present information accurately and clearly to students, parents and staff
- Maintain a professional relationship with colleagues, students, parents and community members
- Participate in staff development activities that improve job-related skills and professional growth
- Keep informed of and comply with state, district and campus policies for classroom teachers, including daily attendance, punctuality and confidentiality
- Compile, maintain and file all reports, records and other required documents
- Attend and participate in faculty meetings and serves on staff committees as required
- Comply with the Texas Educator's Code of Ethics
- Demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student-centered environment
- Alternative methods of performing the position as assigned
- Daily attendance and punctuality at work are essential functions of the job

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.

Supervisory Responsibilities:



TALENT MANAGEMENT

Job Description

- Supervise students and monitor workflow of instructional assistants as appropriate

Equipment Used:

- Computers and Computer peripherals, various software programs, teacher resource materials and equipment, audio-visual equipment, printers, copier, fax machine, telephone

Working Conditions:

Mental Demands

- Above average degree of concentration, communication (verbal and written), interpretation, understanding verbal instructions, analyzing, differentiating, reading, coordinating, compiling, computing, instructing, emotional control, memorizing, organizational skills, and the ability to work with individuals from diverse backgrounds.

Physical Demands

- Regularly required to stand, walk, talk, hear, write. Lift up to 25 pounds.
- Frequently required to use hands to handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl.
- Occasionally sit, climb, or balance, move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Environmental Factors:

- Frequent exposure to outside weather conditions. Occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SAISD's board policies DIA, FFH, and FFI.

Employee Acknowledgement of Receipt: _____ Date: _____