



SEGUIN INDEPENDENT SCHOOL DISTRICT Job Description

JOB TITLE: Teacher
REPORTS TO: Principal
DEPT/SCHOOL: Assigned Campus

WAGE/HOUR STATUS: Exempt
PAY GRADE: Teacher
DAYS EMPLOYED: 187
DATE REVISED: November 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
- Provide students with appropriate distance or virtual instruction in the academic subject area assigned to help students fulfill their potential for intellectual, emotional, physical, and social growth

QUALIFICATIONS:

Education/Certification:

- Bachelor's degree- college/ university degrees must be obtained from an accredited program or university approved by the United States Department of Education and the Texas Education Agency
- Valid Texas teaching certificate with required endorsements for subject and level assigned
- Demonstrated competency in the core academic subject area assigned
- For secondary ELAR teachers: Must hold valid ESL certification or obtain ESL certification by April of the school year in which you are hired

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 through curriculum programs or distance and virtual learning. To fulfill the requirements of district's 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, technology and/or resources for distance and virtual learning. That reflect understanding of the learning styles and needs of student's 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).
 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. Provide ongoing feedback of student achievement through formal and informal methods.
10. Be a positive role model for students and support the goals of the campus and school district.

Classroom Management and Organization

11. Create a classroom or virtual classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
12. Manage student behavior in accordance with Student Code of Conduct and student handbook.
13. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
14. Assist in selecting books, equipment, and other instructional materials.
15. Compile, maintain, and file all reports, records, and other documents required.

Communication

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

Distance or Virtual Learning:

- Virtual Learning- Communicate with students and parents for a minimum of 1 time(s) a week via Google Classroom. For example, elementary teachers may be required to communicate one time per week with each parent by phone or video conference. Each secondary teacher may be required to communicate three times per week with each student via email, or phone or video conference
 - Be available by phone, email, or video conferencing (at least 15 minutes before the start of classes and 15 minutes after the end of classes) 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
17. Maintain confidentiality of information.

Professional Growth and Development

18. Participate in staff development activities to improve job-related skills.
19. Comply with state, district, and school regulations and policies for classroom teachers.
20. Attend and participate in faculty meetings and serve on staff committees as required.
21. Successfully complete all professional development training within established timelines as required by the Texas Education Agency and the District.

SUPERVISORY RESPONSIBILITIES

Direct the work of assigned instructional aide(s).

TOOLS/EQUIPMENT USED:

- Personal computer, phone system, video/instructional equipment
- Peripherals
- Standard instructional equipment

WORKING CONDITIONS:

Mental Demands:

- Maintain emotional control under stress
- Work prolonged or irregular hours

Physical Demands/Environment Factors:

- Prolonged standing or sitting
- Frequent kneeling/squatting, bending/stooping, pushing/pulling, twisting and repetitive computer work with hand and wrist
- Frequent walking
- Regular light lifting and carrying (less than 15 pounds); may lift and move text books and classroom equipment
- May work inside or work outside, as well as inside your home or another location other than a school building
- Regular exposure to noise
- Report to work on time every day
- Perform additional duties and accepts other responsibilities as may be assigned

REMOTE LEARNING

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

Be available by phone, email, or video conferencing during indicated work hours (confirm expected work hours with campus administration) 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.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.

I understand that a portion or all of my position could be funded using a Federal funding source (including extra duty pay, stipends, or compensation).

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Reviewed by _____ Date _____

Employee Signature _____ Date Received _____