



POSITION TITLE: Teacher	CONTRACT LENGTH: Varies
	REVISION DATE: 07/07/2014
PAY GRADE: TE	FLSA EXEMPTION STATUS:
POSITION LOCATION:	STATUS: Full Time
JOB FAMILY – Academics	

JOB SUMMARY
Provide instruction to individual students, a class, or groups of students using such methods as oral presentation, demonstration, discussion of homework assignment, answering questions, offering laboratory directions, and games. Plan lessons, including activities such as preparing learning objectives and goals, designing tests or exams, studying material, setting up labs and workstations. Facilitate learning in the classroom (e.g., maintain discipline; encourage participation; consult with parents, school staff, and other care providers to identify and address social or developmental needs.) Evaluate student performance. Maintain records and document student progress (e.g., record grades and absences, provide progress reports.) Perform all duties pertaining to area of assigned content area as required.

EDUCATION
A minimum of a Bachelor's degree from an accredited college or university. Highly Qualified (HQ) appropriate for level and/or subject area of assignment. Texas Teaching Certification appropriate for level and/or subject area of assignment.

QUALIFICATIONS
Demonstrated proficiency in subject area and curriculum..
Knowledge of various routine tasks, duties, and procedures and the ability to follow specific instructions with little or no previous experience.
Strong organizational, communication, and interpersonal skills.
General knowledge of curriculum and instruction.
Ability to instruct students and manage their behavior.

MAJOR DUTIES & RESPONSIBILITIES	
1.	Responsible for teaching curriculum as assigned.
2.	Establish and maintain efficient classroom management procedures and standards of pupil behavior.
3.	Establish a system of student evaluation within the guidelines prescribed in state law or adopted by the charter school district; continually evaluate and record various aspects of students' progress and report to parents as needed and required.
4.	Understand and plan lessons leading to subject area objectives and assume the responsibility for written lesson plans for substitutes.
5.	Provide a variety of planned learning experiences using a variety of media and methods in order to motivate students and best utilize available time for instruction.
6.	Be available for counseling students and parents before and after school.
7.	Perform basic attendance accounting and administrative tasks as required.
8.	Assess the accomplishments of the students on a regular basis and provide progress reports as required.
9.	Refer students for evaluation by district specialists as required.
10.	Take necessary and reasonable precautions to protect students, equipment, materials, and facilities.



Tejano Center for Community Concerns
Raul Yzaguirre School for Success
Job Description

11.	Assist the administration in implementing all policies and rules governing student life and conduct. Develop reasonable rules of behavior. Maintain order in the classroom in a fair and just manner.
12.	Make provisions for being available to the students and to the parents for education-related purpose when required.
13.	Performs other job-related duties as assigned.

APPLICATION PROCEDURE	
Apply Outline	
Please attach Resume and Letter of Interest	