Job Title: Teacher

Wage/Hour Status: Exempt

Reports to: Principal or Designee

Dept./School: Assigned Campus

Pay Grade: Salary Schedule

Work Days: Work Calendars

Primary Purpose:
Provide students with appropriate learning activities and experiences designed 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.

Qualifications:

Education/Certification:

- Bachelor's degree from accredited university
- Valid Texas teaching certificate with required endorsements for subject and level assigned
- Elementary general education and Secondary ELAR teachers must hold an ESL certificate

Special Knowledge/Skills:

- Knowledge of subjects assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communication, and interpersonal skills

Experience:

- Student teaching, approved internship, or related work experience

Major Responsibilities and Duties:

Instructional Strategies:

- Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required.
- Prepare lessons that reflect accommodations for differences in student learning styles.
- Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- 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 instructional goals, objectives, and methods according to district requirements.
- Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion.
- Use technology to strengthen the teaching/learning process.

Student Growth and Development:

- Help students analyze and improve study methods and habits.
- 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, support mission of school district.

Classroom Management and Organization:

- Create classroom environment 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.
- Maintain accurate and correct electronic grade book.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required.

Communication:

- Establish and maintain open of communication by conducting conferences with parents, students, principals, and teachers.
- Maintain a professional relationship with colleagues, students, parents, and community members.
- Use effective and professional communication skills to present information accurately and clearly.

Professional Growth and Development

- Participate in staff development activities to improve job-related skills.
- Keep informed of and 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.

Other:

- Maintain Confidentiality.
- Other duties as assigned.
- Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

- Supervise students on the playground, in the cafeteria or in other areas as assigned.
- Direct the work of Teaching Aide, as assigned

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged standing, frequent kneeling/squatting, bending/stooping, pushing/pulling and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment

Environment: May work inside and/or outside; regular exposure to noise

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

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Duties are subject to change. All EISD employees are expected to maintain an extreme degree of confidentiality by following the Family Educational Rights and Privacy Act (FERPA) for student information and the Health Insurance Portability and Accountability Act of 1996 (HIPPA) for employee and student information.