

Newly Revised
2011

DATE REVISED: 09/8/11

DEPT/SCHOOL: Assigned Campus

DAYS WORKED: 187

Verh. fr.:

- Waw, eng
- PDA)

- Minimum of a Bachelor's Degree.
- Certificate by the State of Texas to teach in the subject area assigned.

- Varies by tech type
- tech comp.

- tech comp.

- Knowledgeable of curriculum and instruction in specific area of certification.
- Knowledge of effective instructional strategies, assessment strategies, and motivational strategies that promote authentic student engagement. ✓
- Presents a positive role model.
- Works and relates positively with others.
- Communicates effectively in oral and written form, with both students and adults.
- Has the ability to effectively embed available technology into daily lesson plans.

- Plans for successful student learning of daily objectives that include basic knowledge and skills, and central concepts of the discipline.
- Ensures students are engaged and successful in learning, critical thinking and problem solving.
- Utilizes multiple models of instruction, assessment and effective teaching practices.
- Utilizes State TEKS and District Curriculum to design engaging lessons which are challenging, high quality and appropriate for the level of instruction.
- Maintains current accurate records of daily attendance and textbooks issued.
- Able to effectively manage time and materials.
- Accepts related assignments as requested by principals.
- Instructs classes in the subject area(s) assigned.
- Is responsible for the use and care of available instructional materials.
- Maintains current records of student grades and progress.
- Accurately evaluates and assesses performance of students in subject/s taught.
- Confers regularly with parents on student progress.
- Fulfills related responsibilities, e.g., reporting grades, exams, field trips, and programs.
- Maintains classroom discipline that allows for student learning, safety and teaches individual responsibility.
- Analyzes data and information from assessments and utilizes it for individualizing instruction.
- Identifies students that are at-risk of failing the subject or grade.

- Appropriately plans for remediation and intervention for students identified as at-risk.
- Appropriately modifies and accommodates student's needs based on IEP goals and 504 accommodations.
- Works cooperatively with the campus librarian in the selection of materials appropriate to the subject area.
- Encourages reluctant and struggling learners.
- Provides positive/constructive feedback and reinforces student learning.
- Is positive and courteous to students, parents, fellow educators and the community.
- Maintains and cares for all equipment and furniture.
- Meets deadlines as requested.
- Uses effective leadership techniques.
- Follows campus, district, and state policies and procedures.
- Demonstrates self-direction in professional growth.
- Communicates professionally with students, parents, educators, and the community.
- Works cooperatively with co-workers and grade level/team members.
- Cooperates in facilitating the administration of the school.
- Develops those skills necessary for evaluation and diagnosis of student needs.
- Abides by all Federal, State, District and Campus rules and regulations.
- Submits all required reports and documents by due date.
- Must abide by all City, District and Campus safety and security policies and regulations.
- Creates an environment and atmosphere conducive to learning.
- Responsible for the academic success of students assigned.
- Responsible for determining and participating in professional development goals and activities that are aligned with the needs of the students, prior performance appraisal, as well as, the goals of the campus and district.
- Abides by all Board Policies and the "Code of Ethics for Educators".

Working Conditions:

- Ability to receive information and/or instruction from internal/external customers through spoken expression.
- Ability to manipulate tools/equipment/keyboards.
- Ability to convey information and/or instruction to internal/external customers through spoken expression.
- Ability to perform duties while standing and/or walking for extended periods, up to eight (8) hours a day.
- Ability to see detailed information, naturally or with correction.
- PE/Athletics teachers must be able to perform duties outdoors while standing and/or walking for extended periods, up to eight (8) hours a day.
- Ability to perform other duties as assigned by the supervisor.
- Special Education teachers must also be able to:
 - Give physical assistance to students as needed, including toileting, feeding, positioning, locomotion, and other services.
 - Assist with physical education activities
 - Set expectations for and provide direct instruction to auxiliary personnel assigned.
 - Provide in-pool assistance and instruction to students in the aquatics program.

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.

Employee Printed Name

Employee Signature

Date