

Printed Name of Employee: _____

Whitehouse ISD

Teacher

Job Title: Teacher

Wage/Hour Status: Exempt

Reports to: Principal

Pay Grade: Teacher Salary Scale

Dept./School: Assigned Campus

Date Revised: 9/1/2015

Primary Purpose:

Provide students with appropriate learning activities and experiences in the 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.

Qualifications:

Education/Certification:

Bachelor's degree from accredited university

Valid Texas teaching certificate with required endorsements or required training for subject and level assigned

Meet state and federal requirements

Special Knowledge/Skills:

Demonstrated competency in the subject area assigned

General knowledge of curriculum and instruction

Ability to instruct students and manage their behavior

Strong organizational, communication, and interpersonal skills

Experience:

Student teaching or approved internship

Teaching experience (as appropriate)

Major Responsibilities and Duties:

Instructional Strategies

1. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required.
2. Prepare lessons that reflect accommodations for differences in student learning styles.
3. Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
4. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
5. Conduct assessment of student learning styles and use results to plan instructional activities.

Printed Name of Employee: _____

Whitehouse ISD

Teacher

6. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
7. Plan appropriate teaching and learning activities for students identified as at-risk (as appropriate).
8. Plan appropriate teaching and learning activities for students identified as gifted learners (as appropriate).
9. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
10. Plan and supervise assignments of teacher aide(s) and volunteer(s).
11. Use technology to strengthen the teaching/learning process.

Student Growth and Development

12. Help students analyze and improve study methods and habits.
13. Conduct ongoing assessment of student achievement through formal and informal testing.
14. Conduct state assessments as defined through TEA guidelines.
15. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
16. Be a positive role model for students, support mission of school district.

Classroom Management and Organization

17. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
18. Manage student behavior in accordance with Student Code of Conduct and student handbook.
19. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
20. Assist in selection of books, equipment, and other instructional materials.
21. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

Communication

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

Printed Name of Employee: _____

Whitehouse ISD

Teacher

25. Maintain confidentiality in the conduct of district business.

Professional Growth and Development

26. Participate in staff development activities to improve job-related skills.

27. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.

28. Attend and participate in faculty meetings and serve on staff committees as required.

29. Other duties, as assigned.

Supervisory Responsibilities:

Supervise assigned teacher aide(s).

Working Conditions/Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment; [*P.E. teachers: automated external defibrillator (AED)*]

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

Motion: Frequent walking

Lifting: Regular light lifting and carrying; may lift and move text books and classroom equipment

Environment: Work inside, may work outside; regular exposure to noise

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

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. The services provided as described in this job description may be funded from either local, state, or federal sources, subject to guidelines set forth by the funding agency.

Employee: _____ Date: _____

Supervisor: _____ Date: _____