



## **Job Description – Teacher – Elementary/Secondary**

**Department:** Academics

**FLSA Status:** Exempt

**Work Days:** 187

**Job Status:** Full time

**Reports To:** Campus Coordinator

**Funding:** 420-11-6119-000-0-11

### **POSITION SUMMARY**

To provide students with appropriate learning activities in core academy subject areas designed to fulfill their maximum potential for intellectual, emotional, physical and social growth. Enable students to develop competencies and skills that will prepare them for success in higher education and society

### **ESSENTIAL FUNCTIONS**

#### **Instructional Planning and Delivery:**

- Analyze performance data in order to provide targeted instruction based on students' individual needs
- Develop and implement lesson plans that fulfill the requirements of the district's curriculum program, reflect accommodations for learning style differences, and show written evidence of preparation as required
- Present subject matter according to the guidelines established by the Texas Education Agency, board policies, and administrative regulations
- Work with other staff members to determine instructional goals, objectives and methods according to district requirements
- Work with special education teachers to modify curricula as needed for special education students as identified in Individual Education Plans (IEP).
- Use technology to strengthen the teaching/learning process
- Plan and monitor work flow of instructional assistants and volunteers

#### **Monitoring Student Progress and Potential:**

- Help students analyze and improve study methods and habits
- Conduct ongoing assessments of student achievement through formal and informal testing
- Support the mission of the school district by serving as a positive role model for students

#### **Classroom Management and Organization:**

- Create a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students
- Manage student behavior in accordance with the Student Code of Conduct and student handbook
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities

#### **Qualities of Effective Teaching:**

- Use effective communication skills to present information accurately and clearly to students, parents and staff
- Maintain a professional relationship with colleagues, students, parents and community members
- Participate in staff development activities that improve job-related skills and professional growth

- Keep informed of and comply with state, district and campus policies for classroom teachers, including daily attendance, punctuality and confidentiality
- Compile, maintain and file all reports, records and other required documents
- Attend and participate in faculty meetings and serves on staff committees as required
- Comply with the Texas Educator's Code of Ethics
- Demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student centered environment
- Daily attendance and punctuality at work are essential functions of the job

**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.**

**Supervisory Responsibilities:**

- Supervise students and monitor work flow of instructional assistants as appropriate

**Equipment Used:**

- Computers and Computer peripherals
- Various software programs
- Teacher resource materials and equipment
- Audio-visual equipment
- Printers
- Copier
- Fax machine
- Telephone

**QUALIFICATIONS**

**Education/Certification**

- Bachelor's degree from an accredited four year college or university
- Valid Texas Teaching Certificate with required endorsements for subject and level assigned
- Demonstrated competency in core subject area assigned
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00 ) paid by the employee

**Special Knowledge/Skills:**

- Knowledge of core academic subject assigned
- Knowledge of curriculum and instruction
- Ability to instruct students and manage student behavior
- Strong organizational, communication, and interpersonal skills
- Ability to adjust and adapt to a multitude of situations in the school environment

**Experience:**

- Student teaching or approved internship

**WORK ENVIRONMENT**

**Mental Demands**

- Above average degree of concentration, communication (verbal and written), interpretation, understanding verbal instructions, analyzing, differentiating, reading, coordinating, compiling, computing, instructing, emotional control, memorizing, organizational skills, and the ability to work with individuals from diverse backgrounds.

## Physical Demands

- Regularly required to stand, walk, talk, hear, and write. Lift and/or move up to 25 pounds.
- Frequently required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl.

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

San Antonio School for Inquiry & Creativity has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.

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