

POSITION TITLE:	Teacher	CAMPUS/DEPT:	Campus
STATUS & SALARY/FUNDING:	Full-Time, Exempt, 10 Month Calendar, Per Teacher Salary Matrix <input type="checkbox"/> 100% funded by Federal Grants* <input type="checkbox"/> 50% funded by Federal Grants*	SUPERVISOR:	Principal
SUPERVISES:	N/A	REVISED:	September 2021

**Positions 100% funded by federal grants are conditioned on the availability of full funding, and positions 50% funded by federal grants are partially conditioned on the availability of funding.*

POSITION SUMMARY

Provide students with appropriate instruction, learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical and social growth.

RESPONSIBILITIES AND DUTIES

- Plan a program of study that adheres to the Texas Essential Knowledge and Skills (TEKS), and meets the individual needs, interests, and abilities of the students.
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepare lessons that reflect accommodations for individual differences.
- Prepare for classes assigned and show written evidence of preparation upon request of immediate supervisor.
- Encourage students to set and maintain standards of classroom behavior.
- Guide the learning process toward the achievement of curriculum goals and, in harmony with the goals, establish clear objectives for all lessons, units, projects, and the like to communicate these objectives to the students.
- Employ a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided, and the needs and capabilities of the individuals or student groups involved.
- Strive to implement, by instruction and action, the district and campus' philosophy of education and instructional goals and objectives.
- Assess the accomplishments of the students on a regular basis and provide progress reports as required.
- Refer students for evaluation by district specialists as required.
- Take necessary and reasonable precautions to protect the students, equipment, materials, and facilities.
- Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulations.
- Assist the administration in implementing all policies and rules governing student life and conduct.
- Develop reasonable rules of classroom behavior. Maintain order in the classroom in a fair and just manner.
- Make provisions for being available to the students and to the parents for education-related purposes when required.
- Plan and supervise purposeful assignments for teacher aide(s) and volunteer(s).
- Maintain and improve professional competence.
- Regularly participate in district staff development.
- Regularly attend staff meetings and serve on staff committees.
- Maintain a professional relationship with colleagues.
- Establish and maintain open lines of communication with students, parents, and community members.
- Maintain regular attendance.
- Perform other job-related duties as assigned.

QUALIFICATIONS

- Minimum of a Bachelor's degree from an accredited college or university.
- *Texas Teacher Certificate appropriate for level and/or subject area of assignment preferred.
**Special Ed. and/or Bilingual/ESL teaching positions require a valid Texas Teacher Certificate, no exceptions.*

OTHER POSITION REQUIREMENTS

- Ability to adjust the eye to bring an object into focus; judge distance (close and distant); reach with arms extended and use hands to manipulate the keyboard, smart board and other classroom technology.
- Ability to lift/carry up to 25 pounds, including but not limited to: books, paper and instructional materials/supplies.
- This position requires frequent standing, walking, sitting, bending, kneeling and/or the ability to be mobile.
- This position may require prolonged or irregular hours.
- Maintain emotional control under stress.
- Ability to travel throughout the district and city as needed by means of personal/private or public transportation in compliance with the state's department of motor vehicle and/or public transportation laws.
- Ability to communicate effectively in English both written and oral forms with all levels of management, both internal and external to the district.

EXPECTED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to build and sustain positive, collaborative relationships both internally and externally
- Knowledge of federal, state and local educational goals, objectives, accountability and compliance
- Knowledge of learning theory, program planning, curriculum and technology integration in the classroom and management of instructional programs
- Knowledge of statutory and regulatory requirements in area of responsibility
- Ability to interpret laws, rules, and policies
- Ability to plan and present information to a variety of audiences
- Ability to facilitate various size groups using facilitative leadership skills
- Skills in written and oral communication (English), planning, and organization
- Knowledge of current trends, methods, research, and technology in area of responsibility
- In-depth knowledge of assigned program and service area
- Ability to collect, analyze and interpret data



ACKNOWLEDGEMENT

I have carefully read and understand the contents of this position description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer.

I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.

Signature

Print

Date

The employer is an [Equal Opportunity Employer](#). In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

This description describes the general responsibilities and requirements for the stated position and in no way is an exhaustive list. The Pro-Vision Academy maintains the right to assign or reassign responsibilities to this position at any time.