



Professional - Job Description

Job Title: Teacher

Pay Grade: Teacher Salary Schedule

Reports To: Principal

FLSA: Exempt

Dept./School: Assigned campus

Minimum Duty Days: 187 days

Primary Purpose:

Design, plan, and deliver engaging instructional activities, which will result in mastery of the state curriculum. Provide students with opportunities to fulfill their potential for intellectual, emotional, physical, and social growth.

Minimum Requirements:

- Bachelor's degree from accredited institution.
- Valid Texas teaching certificate with required endorsements for subject and level assigned.

Special Knowledge/Skills:

- Knowledge of subjects assigned.
- Knowledge of curriculum and the effective delivery of instruction.
- Ability to instruct students and manage classroom behavior.
- Ability to interpret data.
- Ability to design instructional activities to close achievement gaps.
- Strong organizational, communication, and interpersonal skills.

Majors Responsibilities and Duties:

Instructional Strategies

1. Develops and implements lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required.
2. Prepares lessons that reflect accommodations for differences in student learning styles.
3. Presents subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
4. Plans and uses appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
5. Conducts assessment of student learning styles and use results to plan instructional activities.
6. Works cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
7. Works with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
8. Plans and supervises assignments of teacher aide(s) and volunteer(s).
9. Uses technology to strengthen the teaching/learning process.

Student Growth and Development

10. Helps students analyze and improve study methods and habits.
11. Conducts ongoing assessment of student achievement through formal and informal testing.
12. Utilizes data to meet the instructional needs of students.
13. Assumes responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
14. Be a positive role model for students, support mission of school district.

Classroom Management and Organization

15. Creates classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
16. Manages student behavior in accordance with Student Code of Conduct and student handbook.
17. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
18. Assists in selection of books, equipment, and other instructional materials.

Communication

19. Establishes and maintain open of communication by conducting conferences with parents, students, principals, and teachers.
20. Maintains a professional relationship with colleagues, students, parents, and community members.
21. Uses effective communication skills to present information accurately and clearly.
22. Maintains compliance of student confidentiality laws.

Professional Growth and Development

23. Participates in staff development activities to improve job-related skills.

Other

24. Keeps informed of and comply with state, district, and school regulations and policies for classroom teachers.
25. Compiles, maintains, and files all reports, records, and other documents required.
26. Attends and participates in faculty meetings and serve on staff committees as required.

Administration and Fiscal/Facilities

27. Performs such other duties as may be assigned.

Supervisory Responsibilities

Supervises assigned teacher aide(s).

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress
- Work with frequent interruptions
- Moderate lifting and carrying
- District/State wide travel
- Exposure to biological hazards
- Prolonged sitting, standing, and walking
- Hearing, speaking clearly
- Working alone
- Working prolonged or irregular hours

The following guidelines and responsibilities apply and shall be followed in the event distance learning, virtual instruction, or other platform for instruction outside the classroom setting is required or necessary resulting from school closure(s) which may be due to the COVID-19/Coronavirus pandemic, any other type of pandemic, or because of District Board action or resolution, local, state or federal government orders or declaration(s):

Primary Purpose:

Provide students with appropriate distance or virtual instruction in the academic subject area assigned to help students fulfill their potential for intellectual, emotional, physical, and social growth.

Majors Responsibilities and Duties:

Instructional Strategies

28. Develop and implement lesson plans and activities through distance or virtual learning to fulfill the requirements of district's curriculum program and show written evidence of preparation, as required. Prepare lessons in instructional formats that accommodate differences in individual student needs.
29. Plan and use appropriate instructional strategies, activities, and resources for distance or virtual learning that reflect understanding of the learning styles and needs of assigned students according to guidelines established by Texas Education Agency, board policies, and administrative guidelines.

Student Growth and Development

30. Provide ongoing feedback of student achievement through formal and informal methods.
31. Be a positive role model for students and support the goals of the campus and school district.

Classroom Management and Organization

32. Create a virtual classroom environment conducive to learning and appropriate for the physical, social and emotional development of students.

Communication

33. Be available by phone, email, or video conferencing between the hours of 8:00 am-5:00 pm to confer with district personnel, students and/or parents. The rest of the workday is committed to planning, preparing, implementing and evaluating lessons and activities.
34. Communicate with students or parents for a minimum of 5 times(s) per week via email, phone, Remind 101, Google Classroom, or other district approved platforms.

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress; work prolonged or irregular hours
- Work with frequent interruptions
- Prolonged sitting
- Repetitive computer work with frequent use of hands and wrists
- Work inside from home or location other than school building
- Working prolonged or irregular hours

Dr. Gerardo Cruz

Reviewed and Approved by
Asst. Superintendent for Curriculum, Instruction & Assessment

April 24, 2020
Date

Dr. Roberta G. Ramirez

Reviewed and Approved by
Asst. Superintendent for Human Resources

April 24, 2020
Date

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. Any additional assigned duties or responsibilities may be set forth in an Addendum issued by Laredo ISD which will become a part of this Professional – Job Description and which will not require the employee’s written approval or consent to be effective.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee Signature

Date