AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**PART TIME TEACHER**			PAY GRADE:	**P/T TEACHER**
JOB CODE:		FLSA STATUS:	**NON-EXEMPT**	DATE REVISED:	**02/08/2023 HC**
DUTY DAYS:		LEGACY JOB CODE:			
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

AUSTIN ISD EQUITY STATEMENT:

Austin ISD is committed to developing shared definitions and expectations of equity across our District that are consistent with our Board priorities. The board adapted definition of equity from the National Equity Project will guide our transformational work.

Educational equity means that each child receives what they need to develop to their full academic and social potential. Working towards educational equity involves:

- *Ensuring equally high outcomes for all participants in our educational system; removing the predictability of success or failures that currently correlates with any social or cultural factor;*
- *~~Interrupting~~ Disrupting inequitable practices, examining biases, and creating inclusive multicultural school environments for adults and children; and*
- *Discovering and cultivating the unique gifts, talents, and interests that every human possesses. https://nationalequityproject.org/*

-Austin ISD Board President, February 2019

MINIMUM QUALIFICATIONS:

Position requires a valid Texas teaching certificate in the subject and level of assignment. In addition, individuals in core academic subject areas must meet teacher requirements. A Bachelor's degree from an accredited college or university is required.

SKILL REQUIREMENTS:

This position requires the ability to apply knowledge of current education and instructional theories, methodologies, techniques, principles, subject matter, and knowledge of State, local, and Federal laws and regulations affecting the lives and education of students. Incumbent must have an understanding of child and adolescent development and have the skills to manage student behavior. Incumbent must have the ability to communicate effectively using a variety of media, work with others as a team, organize and maintain records, manage time and resources effectively and efficiently, and evaluate performance and provide constructive feedback. This position requires a strong knowledge of Internet and web-related technology and a variety of technology applications and platforms and the ability to instruct students using a variety of technology applications. Incumbent must be able to support students with computer set-up, navigation, and technology issues. This position requires the ability to read, write, and speak English fluently.

JOB PURPOSE AND RESPONSIBILITY:

Incumbent is responsible for planning, organizing, and presenting instructional lessons contributing to educational, social, and physical development of students to enhance their self-worth and equip them with the basic knowledge, skills, and abilities needed to function in society. Considerable judgment, tact, patience, sensitivity, and flexibility are required to interact with students from varied socioeconomic backgrounds and learning styles. This position requires creativity and adaptive thinking to match teaching objectives, learning strategies, and instructional plans with students' abilities. Judgment is required to

interpret broad State, local, and Federal laws, regulations, and policies affecting the lives and education of students and the impact of the laws on instructional methodologies or techniques employed.
Provide students with appropriate in-person and distance or virtual instruction in core academic subject 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.

ESSENTIAL FUNCTIONS:

- Plan lessons, including activities, such as preparing learning objectives and goals, designing tests or exams, studying material, utilizing equipment, and technology, setting up labs, and preparing exams. Develop and implement lesson plans for in-person, distance, and virtual learning that fulfil the requirements of the District's curriculum program and show written evidence of preparation is required. Prepare lessons that reflect accommodations for differences in individual student differences.

- Prepare lesson materials, supplies, and equipment (e.g., copy materials, set up technology equipment, arrange lab materials).

- Support students with computer set-up, navigation, and technology issues.

- Provide instruction to a class, individual students, or groups of students using such methods as oral presentation, demonstration, discussion of homework assignments, answering questions, offering laboratory directions, and interactive learning, using blended technology online and in person hands on opportunities.

- Facilitate learning in the classroom (e.g., maintain discipline; encourage participation; consult with parents, school staff, and other care providers to identify and address social emotional developmental needs).

- Tutor students to accelerate learning.

- Evaluate student performance. Conduct ongoing assessment of student achievement through formative and summative assessments, using formal and or informal testing.

- Maintain records and document student progress (e.g., record grades and absences, provide progress reports).

- Perform all duties pertaining to area of expertise as required (e.g., early childhood, language, music, physical education, vocational training, safety, and career education).

- Maintain contact with parents in regard to student performance through activities such as parent-teacher conferences, progress reports, letters, and special meetings.

- Maintain professional development through such activities as classes, conferences, seminars, workshops, and professional journals; provide technical guidance to less experienced teachers.

- Perform various administrative activities (e.g., attend faculty and staff meetings, order equipment and supplies, copy materials, create bulletin boards, take attendance, obtain permission slips, and coordinate department activities).

- Monitor student behavior both inside and outside the classroom (e.g., during class, in hallways between classes, and during assemblies, extracurricular activity meetings or events, fire drills, or other group activities). Manage student behavior in accordance with Student Code of Conduct and student handbook.

- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Services are generally provided within a standard classroom environment. Some movement throughout the classroom is generally necessary to facilitate learning (e.g., standing, walking, stooping, bending, sitting, and/or kneeling). Light lifting of materials and other objects associated with a classroom environment is required (e.g., books, teaching aids, up to approximately 20 – 40 lbs.). Special Education teachers may also be required to pick up students, restrain students as needed, and spend large quantities of time on the floor sitting, squatting, and/or kneeling. Incumbent must maintain emotional control under stress and be able to work with frequent interruptions. Computer use is required, and prolonged use may result in repetitive hand motion. This position may involve frequent exposure to temperature extremes (hot and cold), humidity extremes, noise, and low or intense illumination vibration. It is expected that occasional field trips, district wide, and statewide travel may be made. Incumbent should be willing to contribute directly or indirectly to the development of children both inside and outside the classroom, which may include working hours in addition to the regular school day. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

Incumbent receives administrative supervision and is typically evaluated about three times per year. It is expected that less experienced incumbents will receive additional guidance on instructional matters and that those with more experience will serve as mentors, providing suggestions, guidance, and assistance as appropriate or necessary. It is expected that some incumbents will be more involved in planning and coordinating departmental activities. Supervisor may provide detailed instruction regarding changes in policies, procedures, or laws or in reference to unusual circumstances or problems. Incumbent has significant contact with students, parents, and other school staff to provide instruction, offer guidance, exchange information, and develop social skills of students. Incumbent may also maintain contacts within the community to enrich the content of materials and utilize additional instructional methodologies (e.g., take field trips, invite guest speakers).

The Austin Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, ethnicity, religion, national origin, gender, disability, sexual orientation, genetic information, gender identity, or gender expression or any other basis protected by law in educational programs or activities that it operates or in employment decisions.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	