

AUSTIN ISD JOB DESCRIPTION

JOB TITLE:	STUDENT TEACHER POOL - SPRING 2026		PAY GRADE:	
DUTY DAYS:		FLSA STATUS:	NON-EXEMPT	DATE REVISED: 10/24/2025 HC
FUNDING SOURCE:	THIS POSITION IS LOCALLY FUNDED.			

MINIMUM QUALIFICATIONS:

Enrolled in an accredited Educator Preparation Program (EPP) or Alternative Certification Program from an accredited college or university partner of Austin ISD. The intern/student teacher is approved by their university to serve as an intern or student teacher and is actively pursuing teacher certification with a district partner. In collaboration with a cooperating teacher, the EPP provides comprehensive support and authentic classroom experiences to accelerate professional growth.

SKILL REQUIREMENTS:

This position requires in-depth training in education, seminars, and teacher preparation courses. This position requires basic understanding of subject areas to be taught and ability to interact with and relate to children. Incumbents may be required to operate a variety of office equipment and audiovisual equipment. Incumbents must have knowledge pertaining to subject areas and/or specific assignments. Employees in this position must be able to read, write, and speak in English fluently. The use of Google Workspace and other computer software applications is preferred.

JOB PURPOSE AND RESPONSIBILITY:

This position is designed to allow the intern/student teacher to be intensively trained in all fundamental aspects of teaching and learning. The intern/student teacher will rotate through core practices of teaching in areas such as planning, instruction, and assessment. The Intern/Student Teachers will observe and work with approved cooperating teachers to learn and engage in exemplary teaching practices in action. One primary goal is to observe and assist to further develop the intern/student teacher's knowledge, skills and dispositions in the art of teaching. Considerable judgment, tact, patience, sensitivity, and flexibility are required to interact with all students from varied socioeconomic backgrounds and learning styles. Residents should engage in ongoing professional learning, goal setting, reflection of practice, and application of new learning to increase professional growth and effectiveness as a teacher.

ESSENTIAL FUNCTIONS:

- Observe and assist to further develop the intern/student teacher's knowledge, skills and dispositions in the art of teaching.
- Develop the skills to prepare and work with multiple levels of learners as well as develop time management skills needed to be an effective teacher.
- Work closely with students and reinforce skills introduced by the cooperating teacher.
- Meet routinely with the cooperating teacher for continuous improvement of teaching practices.
- Utilize high-leverage practices to support students' social and emotional development.
- Actively participate in cooperating teacher activities.
- Assist the cooperating teacher in establishing/maintaining a shared vision, focus, and culture of high expectations for all students.
- Cultivate an inclusive, caring, nurturing, and supportive school community.
- Seek and participate in professional learning opportunities to increase professional knowledge and skills.
- Provide best practice instruction to students by participating in small group facilitation, interactive classroom lecturing, simulation sessions, and one-on-one and whole group instruction as needed/guided by the cooperating teacher.

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- Communicate effectively and professionally through various means.
- Provide feedback and recommendations for program improvement.
- Utilize Austin ISD computer software programs used within the classroom, for lesson planning, attendance, and grading system.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

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:

Work is conducted in a classroom environment depending on course material or activities assigned (vocational material may be taught outdoors or in a machine shop environment, field trips and recess may require activities outdoors). This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

Incumbent works under the supervision of the cooperating teacher and Educator Prep site supervisor. Incumbent will have contact with students, in order to provide job related Instruction, give guidance, and serve as an appropriate role model. Incumbent will have contact with teachers and principals, in order to receive instructions and feedback, assist in planning, and discuss students' progress/performance. Incumbent may have contact with parents (under guidance of cooperating teacher) in order to discuss students' progress/performance, to listen to questions and concerns.

ADDITIONAL INFORMATION:

Approved Interns and Student Teachers may Substitute teach within Austin ISD and receive a daily rate of pay based on the completed substitute assignment and have met the following criteria:

- *They have completed AISD Substitute Orientation and Student Teacher Orientation.*
- *They have approval from their university/educator prep program.*
- *Substitute teaching is done outside of current program requirements and within their placement timeframe.*
- *All assignments follow district policies and expectations.*
- *Use this [link](#) to view the daily substitute rates of daily pay as applicable.*

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

**Employee
Signature:**

Date: