

# **Carroll Independent School District**

## **Job Description**

**JOB TITLE: Teacher, Classroom**

Pay Grade: 000

Employment Days: 187

Supervisor: Principal

Employment Status: Exempt

Department: Campus-Based Instructor

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### **MISSION:**

Building on a Dragon tradition of excellence, the Carroll Independent School District will foster a safe, caring, and creative learning environment that inspires students to realize their full potential as they positively impact the world around them.

### **JOB SUMMARY:**

This position will create an atmosphere that will nurture to fulfillment the potential of each student.

### **QUALIFICATIONS:**

- Effective interpersonal skills.
- Excellent oral and written communication skills.
- Valid Texas Teaching Certificate including any additional certifications needed to serve the student population.
- Bachelor's Degree or higher.

### **MAJOR RESPONSIBILITIES:**

- Meet and instruct assigned classes in the location and at the times designated.
- Develop and maintain a classroom environment conducive to effective learning within the limits of the resources provided by the district.
- Prepare for classes assigned, and show written evidence of preparation upon request of immediate superior.
- Encourage students to set and maintain standards of classroom behavior.
- 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's philosophy of education and instructional goals and objectives.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Evaluate student progress on a regular basis.
- Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Assist in upholding and enforcing school rules, administrative regulations, and Board policy.

- Make provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Attend and participates in faculty meetings.
- Cooperate with other members of the staff in planning instructional materials.
- Assist in the selection of books, equipment, and other instructional materials.
- Accept a share of responsibility for extracurricular activities as assigned.
- Work to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all assigned students.
- Establishes and maintains cooperative relations with others.
- Keep abreast of innovative practices.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Maintain a professional level of confidentiality regarding all district matters.
- Uphold and adhere to safety rules.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.

#### EQUIPMENT USED:

Personal computer, telecommunication and other equipment such as LCD panel projections, overhead projectors, slide projectors, VCRs, tape recorders, calculators, fax machines and copiers.

#### MENTAL DEMANDS:

This individual should be a self-motivated starter; perform tasks with little or no supervision; maintain a proactive attitude when establishing relationships among district personnel; and maintain emotional control under stress.

#### PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

This position will require approximately 25% walking; 50 % standing/sitting and 25% lifting; carrying up to 25 lbs; and stooping/bending.

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THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Director of Personnel Services)

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Assistant Superintendent for Administrative Services)

Date Created: 7/2003	Date(s) Revised: 10/2015
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