



Crandall Independent School District

Job Description

Job Title: Teacher Apprentice
Reports To: Principal
Dept./School: Assigned Campus

Wage/Hour Status: Exempt
Date Revised: July 25, 2022

Primary Purpose:

Assist in the preparation and management of classroom activities and administrative requirements. Work under the supervision of a certified teacher and administrator with the intended outcome of the Teacher Apprentice becoming a fully degreed and certified Texas teacher for Crandall ISD.

Qualifications:

Education/Certification:

High School Diploma or GED

Candidates must be willing to attain a Bachelor's degree and Texas Teacher Certification

Experience:

Paraprofessional or previous classroom experience

Major Responsibilities and Duties:

1. Assist in preparing instructional materials and classroom displays.
2. Assist with administrative and scoring of objective testing instruments or work assignments.
3. Help maintain neat and orderly work areas.
4. Help keep administrative records and prepare required reports.
5. Conduct instructional exercises assigned by the supervising staff members; work with the whole group, individual students, or small groups.
6. Help supervise students throughout the day, inside and outside the classroom. This includes lunchroom, bus, and playground duty (if applicable).
7. Keep supervising staff members informed of special needs or problems of individual students.
8. Participate in staff development training programs to improve job performance.
9. Participate in faculty meetings and special events as assigned.
10. Maintain confidentiality.
11. Perform other duties as assigned.

Student Growth and Development

12. Conduct ongoing assessment of student achievement through formal and informal testing.
13. Be a positive role model for students; support mission of school district.

Classroom Management and Organization

14. Create a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
15. Manage student behavior in accordance with the Student Code of Conduct and the student handbook.
16. Take all necessary and reasonable precautions to protect students, equipment materials, and facilities.
17. Assist in selecting books, equipment, and other instructional materials.
18. Compile, maintain, and file all reports, records, and other documents required.

Communication

19. Be available by phone, email, or video conferencing to confer with district personnel, students, and/or parents.
20. Communicate with students or parents on a regular basis via phone or video conference, email, or district-approved website.
21. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

Professional Growth and Development

22. Participate in staff development activities to improve job-related skills.
23. Comply with state, district, and school regulations and policies for classroom teachers.
24. Attend and participate in faculty meetings and serve on staff committees as required.
25. Continue with course requirements to obtain Bachelor's degree and Texas Certification.

Other

26. Follow district safety protocols and emergency procedures.

The document describe the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Print Name

Signature

Date