

## **JOB DESCRIPTION**

**JOB TITLE:** Classroom Teacher: K – 12      **PAY GRADE:** Teacher Salary Schedule  
**REPORTS TO:** Principal      **WORK DAYS:** 10 Months  
**DEPT/SCHOOL:** Assigned Campus      **DATE REVISED:** 08/23  
**WAGE/HOUR STATUS:** Exempt

---

### **PRIMARY PURPOSE:**

The teacher will help students learn the subject matter and skills to become productive citizens and lifelong learners.

### **QUALIFICATIONS:**

#### **Minimum Education/Certification:**

Bachelor's Degree  
Valid Teaching Certificate or Valid Intern Certificate  
ESL Supplemental Certification (Preferred)

#### **Special Knowledge/Skills:**

Excellent communication skills

#### **Minimum Experience:**

Experience working with students (Preferred)

### **MAJOR RESPONSIBILITIES AND DUTIES:**

**Instructional Planning and Delivery.** Teachers demonstrate their understanding of instructional planning and delivery by providing standards-based (TEKS and ELPS), data-driven, differentiated instruction that engages students, makes appropriate use of technology, and makes learning relevant for today's learners (Title 19, Texas Administrative Code Part II: TEA Chapter 149).

1. Teachers design clear, well-organized, sequential lessons that build on students' prior knowledge.

## **MAJOR RESPONSIBILITIES AND DUTIES CONTINUED:**

2. Teachers design developmentally appropriate, standards-driven lessons that reflect evidence-based best practices.
3. Teachers design lessons to meet the needs of diverse learners, adapting methods when appropriate.
4. Teachers plan collaboratively with departments/teams and district Curriculum and Instruction staff using the district-aligned curriculum provided in Curriculum Corner.
5. Teachers communicate clearly and accurately and engage students in a manner that encourages students' persistence and best efforts.
6. Teachers promote complex, higher-order thinking, leading class discussions and activities that provide opportunities for deeper learning.
7. Teachers consistently check for understanding, give immediate feedback, and make lesson adjustments as necessary.

**Knowledge of Students and Student Learning.** Teachers work to ensure high levels of learning, social-emotional development, and achievement outcomes for all students, taking into consideration each student's educational and development background and focusing on each student's needs (Title 19, Texas Administrative Code Part II: TEA Chapter 149).

8. Teachers demonstrate the belief that all students have the potential to achieve at high levels and support all students in their pursuit of social-emotional learning and academic success.
9. Teachers acquire, analyze, and use background information (familial, cultural, educational, linguistic, and developmental characteristics) to engage students in learning.
10. Teachers facilitate each student's learning by employing evidence-based practices and concepts related to learning and social-emotional development.

**Content Knowledge and Expertise.** Teachers exhibit a comprehensive understanding of their content, discipline, and related pedagogy as demonstrated through the quality of the design and execution of lessons and their ability to match objectives and activities to relevant state standards (Title 19, Texas Administrative Code Part II: TEA Chapter 149).

## **MAJOR RESPONSIBILITIES AND DUTIES CONTINUED:**

11. Teachers understand the major concepts, key themes, multiple perspectives, assumptions, processes of inquiry, structure, and real-world applications of their grade-level and subject-area content.
12. Teachers design and execute quality lessons that are consistent with the concepts of their specific discipline, are aligned with state standards, and demonstrate their content expertise.
13. Teachers demonstrate content-specific pedagogy that meets the needs of diverse learners, utilizing engaging instructional materials to connect prior content knowledge to new learning.

**Learning Environment.** Teachers interact with students in respectful ways at all times, maintaining a physically and emotionally safe, supportive learning environment that is characterized by efficient and effective routines, clear expectations for student behavior, and organization that maximizes student learning (Title 19, Texas Administrative Code Part II: TEA Chapter 149).

14. Teachers create a mutually respectful, collaborative, and safe community of learners by using knowledge of students' development and backgrounds.
15. Teachers organize their classrooms in a safe and accessible manner that maximizes learning.
16. Teachers establish, implement, and communicate consistent routines for effective classroom management, including clear expectations for student behavior.
17. Teachers lead and maintain classrooms where students are actively engaged in learning as indicated by their level of motivation and on-task behavior.
18. Teachers communicate regularly, clearly, and appropriately with parents and families (including parent-teacher conferences in accordance with local district policy) about student progress, providing detailed and constructive feedback and partnering with families in furthering their students' achievement goals.

**Data-Driven Practice.** Teachers use formal and informal methods to assess student growth aligned to instructional goals and course objectives and regularly review and analyze multiple sources of data to measure student progress and adjust instructional strategies and content delivery as needed (Title 19, Texas Administrative Code Part II: TEA Chapter 149).

## **MAJOR RESPONSIBILITIES AND DUTIES CONTINUED:**

19. Teachers implement both formal and informal methods of measuring student progress.
20. Teachers set individual and group learning goals for students by using preliminary data and communicating these goals with students and families to ensure mutual understanding of expectations.
21. Teachers regularly collect, review, and analyze data to monitor student progress.
22. Teachers utilize the data they collect and analyze to inform their instructional strategies and adjust short- and long-term plans accordingly.

**Professional Practices and Responsibilities.** Teachers consistently hold themselves to a high standard for individual development, pursue leadership opportunities, collaborate with other educational professionals, communicate regularly with stakeholders, maintain professional relationships, comply with all campus and school district policies, and conduct themselves ethically and with integrity (Title 19, Texas Administrative Code Part II: TEA Chapter 149).

23. Teachers reflect on their teaching practice to improve their instructional effectiveness and engage in continuous professional learning (including district and campus staff development) to gain knowledge and skills and refine professional judgment.
24. Teachers collaborate with their colleagues (including participation in committees as requested or required by the district or campus), are self-aware in their interpersonal interactions, and are open to constructive feedback from peers and administrators.
25. Teachers seek out opportunities to lead students, other educators, and community members within and beyond their classrooms.
26. Teachers model ethical and respectful behavior and demonstrate integrity in all situations including maintaining confidentiality unless disclosure is required by law.
27. Teachers will comply with TEA, District, and Campus policies, procedures, and requirements.
28. Teachers clearly communicate the mission, vision, and goals of the school to students, colleagues, parents and families, and other community members.

**MAJOR RESPONSIBILITIES AND DUTIES CONTINUED:**

29. Teachers will keep accurate records and submit them as requested to campus or district personnel.
30. Teachers perform other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

Supervises classroom, students, and aides

**WORKING CONDITIONS (Mental Demands/Physical Demands/Environmental Factors):**

**Tools/Equipment:**

Used: Personal computer and peripherals; standard instructional equipment; [P.E. teachers: automated external defibrillator (AED)]

**Posture:**

Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:**

Frequent walking

**Lifting:**

Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment

**Environment:**

Work inside may work outside; regular exposure to noise

**Mental Demands:**

Maintain emotional control under stress; work prolonged or irregular hours

---

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_