



# HUMBLE INDEPENDENT SCHOOL DISTRICT

## Job Description

### Architecture and Construction

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<b>Reports to:</b>	Assigned Campus Administrator
<b>School/Department:</b>	Kingwood Park HS
<b>Pay Grade:</b>	Teacher Salary Schedule
<b>Wage/hour status:</b>	Exempt
<b>Work Days:</b>	195
<b>Created/revised:</b>	February 2026

#### Primary Purpose:

The Architecture & Construction Teacher is responsible developing and implementing high-quality instruction to assist in the development and success of students in the Humble ISD's Architecture & Construction Programs of Study.

#### Qualifications:

##### Education/Certification:

- Teacher certification in Technology Education, Trade and Industrial Education, Trade and Industrial Workforce Training, or Vocational Trades and Industry. required or willingness to enter alternative teacher certification program
- Pass current certification exams
- Note: Candidates who have three years of relevant industry experience might qualify for a District of Innovation permit as an alternative to an SBEC certificate.

##### Special Knowledge/Skills:

- Knowledge of curriculum and instruction as well as technical/academic subject assigned
- Knowledge and awareness of student abilities and the impact on learning
- Strong organizational, communication, and interpersonal skills
- Knowledge of school district/state/federal guidelines, and policies/procedures for implementing a high quality and developmentally appropriate learning environment
- Skill in presenting oral and written information in a comprehensive and organized manner to diverse audiences and facilitating small and large groups
- Skill in Windows operating systems along with district standard software packages such as MS Office (Word, Excel, PowerPoint) and Google email and fluent with computers and course specific software applications
- Skill in operating assigned equipment at a proficient level
- Skill in developing, implementing and monitoring professional learning to both small and large groups
- Skill in organizing/interpreting/analyzing data and applying concepts to resolve problems and develop solutions
- Skill in managing and organizing information resources and technologies
- Ability to instruct students and manage their behavior in accordance with Student Code of Conduct and student handbook
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to perform duties with attention to detail, accuracy, follow-through, courtesy, cooperativeness, and work with minimum supervision
- Ability to maintain professional behavior, appearance, and work ethic to represent the District in a positive manner at all times and work in a team environment



- Ability to communicate effectively with tact and diplomacy and provide a high level of customer service to students, parents, administrators, District officials and employees, co-workers, outside organizations, and the general public

**Experience:**

- Three years of full-time wage-earning work experience in the architecture and/or construction industry preferred
- Minimum three years teaching experience preferred

**Major Responsibilities and Duties:**

**Instructional Strategies**

1. Develop and implement plans for the curriculum program assigned and show written evidence of preparation as required.
2. Present the subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
3. Provide opportunities, where appropriate, for students to earn industry certifications
4. Access and use available data to plan and implement appropriate instructional/learning strategies, activities, materials, and equipment that reflect accommodation for individual needs of assigned students (i.e. gifted and talented, bilingual/ESL, 504, etc.).
5. Work cooperatively with special education teachers/staff to modify curricula as needed for special education students according to guidelines established by Individual Education Plans (IEP).
6. Cooperate with other members of the staff in planning and implementing instructional goals, objectives, and methods according to district requirements.
7. Plan and supervise purposeful assignments for teacher aide(s) and/or volunteer(s) while working with students in the classroom.
8. Use appropriate technologies to strengthen and enhance the teaching and learning process.

**Student Growth and Development**

1. Assist students in analyzing and improving methods and habits of study.
2. Consistently monitor student achievement through formative and summative assessments.
3. Assume responsibility for Career Technical Student Organization related to the cluster.
4. Present a positive role model for students that supports the mission of the school district.

**Classroom Management and Organization**

1. Create a classroom environment conducive to learning and appropriate to the intellectual, physical, social, and emotional development of students.
2. Provide safety training for students and maintain documentation that the student mastered the concepts.
3. Manage student behavior in the classroom and other areas as appropriate in accordance with Student Code of Conduct, board policies, administrative regulations, and/or IEP.
4. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
5. Assist in the selection of books, equipment, and other instructional materials.

**Communication**

1. Establish and maintain open lines of communication with students and their parents/guardians.
2. Participate as a member of the cluster advisory committee.



3. Maintain a professional relationship with all supervisors, colleagues, students, parents, and community members.
4. Use appropriate and acceptable communication skills to present information accurately and clearly.

#### **Professional Growth and Development**

1. Demonstrate current knowledge, understanding, and skill in the assigned content area, instructional strategies and the teaching and learning process.
2. Participate in district and campus professional development.
3. Participate in required district meetings, cluster meetings and advisory meetings.
4. Demonstrate interest and initiative in professional improvement.
5. Participate in professional development activities to improve job-related skills.

#### **Policy, Reports, and Law**

1. Keeps informed of and comply with state, district, and school regulations and policies for classroom teachers.
2. Compile, maintain, and file all physical and electronic reports, records, and other required documents.
3. Attend and participate in faculty/staff meetings and serve on committees as required.
4. Demonstrate behavior that is professional, responsible and in compliance with the Professional Code of Ethics.

#### **Budget**

1. Maintain and act with integrity and diligence in duties involving financial resources.
2. Compile, maintain, and file all physical and electronic reports, records, and other required financial documents.
3. Adhere to all financial policies and procedures set forth by the HISD Finance Services Department.

#### **Other**

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees.
2. Demonstrate effective interpersonal skills through communications with students, parents, community, and staff.
3. academics, assessment, teacher education, professional development at the state level, including technology integration.
4. Attend training on various software/hardware that is being supported by Humble ISD and maintain a working knowledge of the same.
5. Promotes a positive image that supports the mission of the district and works with inter-department personnel to continually improve the professionalism of the total department.
6. Performs other duties as may be assigned.

#### **Supervisory Responsibilities:**

1. Students assigned to class and performances.

#### **Working Conditions**

##### **Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress.

Exposure to bacteria and communicable diseases



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Travel to campus sites and occasional travel outside of school district boundaries.  
Occasional prolonged and irregular work hours – flexibility with schedule preferred.  
Prolonged use of equipment and computers with repetitive hand movements  
Classroom atmosphere may be noisy and hectic.  
Frequent contact with parents, community, and/or other district/campus employees  
Requires performing tasks mostly standing, some walking, bending, stooping and sitting.  
Lifting up to 30 lbs.  
Work location assigned requires physical presence in office.  
Daily attendance and punctuality at work are essential functions of the job.

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

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

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