



JOB TITLE: Teacher Fellow
DATE REVISED: June 14, 2024
REPORTS TO: Campus Principal
DEPARTMENT/CAMPUS: Teaching & Learning: Assigned Campus
PAY GRADE/DUTY DAYS: EA (set \$24,860), 177
FLSA: Non-exempt

JOB PURPOSE SUMMARY:

This position is responsible for ensuring continuity in student learning and classroom management in the absence of the regular teacher. This role demands adherence to the District's professional standards and educational policies, maintaining a conducive learning environment, and safeguarding student welfare.

KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:

Teacher Fellow:

1. Performs duties of the absent teacher as required by the building principal, maintaining a classroom environment conducive to effective learning.
2. Adheres to the lesson plans provided by the regular teacher to maintain instructional goals and keep students engaged.
3. Applies all necessary precautions to protect students, materials, equipment, and facilities.
4. Ensures the mental, emotional, and physical well-being of students by treating their safety and security as top priority.
5. Maintains the confidentiality of students, as appropriate, in accordance with established guidelines and requirements.
6. Monitors student behavior, and ensures proper documentation of any issues, as necessary.
7. Oversees the care of school property and student belongings within the classroom.
8. Attends required and recommended training and professional development sessions as advised by the Campus Principal.
9. Reports directly to the Campus Principal, or their designee, and promptly communicates any instances of injury, illness, or disciplinary issues to the appropriate personnel or authorities, as appropriate.
10. Participates in school-wide initiatives, as assigned, and demonstrates support towards meeting departmental needs.
11. Conducts informal assessments of student learning during the period of assignment to monitor progress and adapt instruction, as needed.
12. Utilizes educational technology to enhance student learning, as well as to engage students effectively in their respective assignments.
13. Manages and resolves student conflicts in a constructive manner to promote a positive classroom environment.
14. Adheres to established protocols in emergency situations to ensure the safety and security of all students.
15. Assists in communications with parents/guardians, as assigned, regarding student progress and classroom activities.
16. Collaborates with other teachers and staff, as assigned, to ensure continuity in educational programs and student support services.

Compliance:

17. Performs all duties and tasks in a manner consistent with all applicable policies, procedures, and practices within the Department and District, with all applicable local, state, and federal regulatory requirements, as well as with all applicable guidelines, standards, and requirements as set forth by governing bodies including, without limitation, Texas Health & Human Services, Texas Education Code, State Board of Education, Texas Education Agency, Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA),

Every Student Succeeds Act (ESSA), Title IX of the Education Amendments of 1972, Texas Education Code, Texas Student Assessment Program, and Texas School Safety Standards.

18. Maintains relevant and up-to-date proficient understanding and working knowledge of applicable regulatory standards and requirements, as well as best practices as they relate to the job function.
19. Fulfills all applicable Texas state mandated continuing professional education requirements applicable to the credentialing requirements of the job, and participates in staff development activities to improve job-related skills.
20. Demonstrates applicable standards and practices of professional conduct and care in the performance of the job function including, but not limited to, the educator's Code of Ethics and the employee handbook.
21. Monitors respective work activity for variances and anomalies.
22. Identifies and timely reports any known or suspected compliance issues to appropriate personnel.
23. Participates, as assigned, in audits and in the preparation for audits, whether initiated internally or externally.
24. Adheres to all other District wide policies and procedures including, but not limited to, human resources, safety, and emergency protocols.

General:

25. Consistently demonstrates support towards the campus and District's Shared Vision, Mission, and Promise 2 Purpose.
26. Assists campus leadership in the compilation of miscellaneous confidential reports.
27. Attends campus and District meetings and serves on staff committees, as required.
28. Assists in selecting books, equipment, and other instructional materials as needed.
29. Consistently displays integrity, responsibility, accountability, teamwork, and ethics.
30. Performs assigned job duties and responsibilities in accordance with established performance expectations, as well as with District policies, procedures, protocols, and standard practices.
31. Maintains relevant and up-to-date job knowledge by participating in continuous education initiatives.
32. Remains current with accepted and appropriate instructional theory, practice, and research.
33. Participates in professional learning, and attends seminars and conferences as requested.
34. Demonstrates proficient working knowledge and understanding of Microsoft Excel, Word, PowerPoint, and Outlook, Google Shared applications to include Google Sheets, Google Docs, and Google Slides, OneNote, Web 2.0 communication tools, learning management systems, multimedia devices, and all other applicable systems, programs, and applications relevant and essential to the job function.
35. Performs other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS

- High school diploma or equivalent GED
- Successful completion of at least sixty (60) college credit hours
- Prior work experience in a teaching capacity

CORE KNOWLEDGE, SKILLS & ABILITIES:

Communication (Written & Verbal) – Conveys verbal and written information using effective techniques and approaches that provide clarity, promote teamwork, and drive efficiency.

Interpersonal Skills – Exhibits the ability to excel in a team atmosphere, and works towards a common goal while adhering to applicable guidelines.

Continuous Learning and Self-Development – Proactively investigates new perspectives, approaches, and behaviors, and takes steps to evaluate and improve performance.

Stress Management – Demonstrates resilience and stress tolerance by continuing to perform effectively when faced with time pressures, adversity, disappointment, or opposition.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position requires frequent standing for long periods of time, as well as walking, reading, seeing, speaking, hearing, listening, organizing, interpreting data and information, operating office equipment, typing using a computer keyboard and mouse, and viewing a computer screen monitor. The position includes frequent light lifting and carrying of objects up to 15 lbs; The working environment consists of an indoor and climate-controlled setting the majority of the time with occasional exposure to an outdoor and non-climate controlled setting with frequent exposure to noise.

EMPLOYEE ACKNOWLEDGEMENT:

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations, and standards of the District.

Employee Printed Name: _____ **Employee ID Number:** _____

Employee Signature: _____ **Date:** _____