

6 - 12 Virtual Teacher - Texas Promise Academy
Job Description



JOB TITLE: TPA Teacher, 6 - 12 Virtual
DATE REVISED: December 4, 2025
REPORTS TO: Texas Promise Academy Director
DEPARTMENT/CAMPUS: Teaching & Learning: Texas Promise Academy
PAY GRADE/DUTY DAYS: TS, 187
FLSA: Exempt

JOB PURPOSE SUMMARY:

This position is responsible for planning, organizing, and implementing appropriate instructional programs and learning activities in order to facilitate the learning process in such a way that supports each individual student's intellectual, emotional, physical, and social growth and development.

KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:

Assignments to Virtual Instruction (Grades 6–12):

When assigned duties related to the District's virtual instructional program, the teacher shall plan, organize, deliver, monitor, and support rigorous, compliant instruction and student learning within the designated virtual environment in accordance with District expectations, policies, guidelines, state regulations, and established professional standards. Virtual instruction duties shall include, but are not limited to, the following:

1. **Integration of District-Approved Digital Platforms:** Utilizes District-approved learning management systems, video conferencing tools, student information systems, and other designated instructional technology resources to plan, deliver, monitor, and reinforce virtual instruction aligned to TEKS, District curriculum, and instructional expectations.
2. **Schedule, Availability, and Responsiveness:** Provides instruction and student support during the standard work hours of the assigned campus; maintains availability to students, parents/guardians, and staff through District-approved communication systems; and demonstrates flexibility for occasional extended or irregular hours as needed to support instruction and student needs.
3. **Remote Workspace, Confidentiality, and Professionalism:** Conducts all virtual instruction from a secure, professional workspace that protects student confidentiality, limits distractions, has consistent connectivity/remote access, and supports effective learning. Maintains a professional on-screen appearance, including attire and grooming, and environment consistent with District expectations.
4. **Effective Virtual Instructional Design and Delivery:** Designs and delivers TEKS-aligned instruction that appropriately balances synchronous learning with asynchronous tasks. Clearly communicates course learning targets, expectations, timelines, and weekly structures, and provides instructional clarity, access, and rigor within the virtual environment.
5. **Student Engagement, Intervention, and Support:** Monitors student engagement, participation, and demonstrated progress through assessments and available District data systems. Provides virtual and in-person timely interventions, student support, small-group instruction, tutoring, and office hours, and follows District procedures to re-engage students who are inactive or failing to meet expectations.
6. **Communication with Students and Families:** Maintains professional, timely, and proactive communication with students and parents/guardians regarding progress, attendance, expectations, concerns, and available academic support. Documents required communication using District systems and adheres to applicable timelines and guidelines.
7. **Attendance, Grading, Records, and Compliance:** Accurately and timely records attendance, grades, student engagement, and instructional records in accordance with state and District virtual attendance procedures, grading policies, and documentation expectations. Ensures compliance with state and federal requirements applicable to remote instruction.
8. **Collaboration and Professional Learning:** Collaborates with District and campus staff to align expectations, ensure instructional coherence, and support student success within the virtual program.

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Participates in District-required professional development regarding virtual instruction, technology tools, instructional practices, and state/regulatory requirements.

9. **State Testing and Required In-Person Responsibilities:** Participates in required District in-person duties, including STAAR/EOC testing, professional learning, and designated campus or program meetings. Travels to District-assigned locations as necessary to ensure compliance with testing procedures and state mandates.
10. **Other Duties as Assigned Related to Virtual Instruction:** Performs other duties related to the District's virtual instructional program as assigned, consistent with District policies, teacher responsibilities, Texas Education Code, and all governing regulations.

Planning & Instructional Delivery:

11. Develop and implement lesson plans that fulfill the requirements of the curriculum program and show written evidence of preparation as required.
12. Prepares engaging learning experiences to align with District approved teaching and learning practices and standards, such as the District High Quality Teaching document, while also accommodating differences in individual student needs.
13. Plans and uses appropriate instructional strategies, activities, materials, equipment, and technology that are reflective of various learning styles and needs of students, and that are aligned with applicable subject matter requirements set forth by the Texas Education Agency, Board policies, and administrative regulations.
14. Conducts assessments of individual student learning styles, and applies assessment results to plan appropriately rigorous instructional activities.
15. Interfaces with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
16. Works interdependently with other members of staff including, without limitation, the assigned collaborative team to determine instructional goals, objectives, and methods according to District requirements.
17. Directs, or otherwise oversees, the work of assigned instructional aide(s).

Classroom Management and Organization:

18. Creates a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
19. Builds trust, as well as establishes a sense of security and belonging.
20. Manages student behavior in accordance with the District's Student Code of Conduct, and the District's Student Handbook.
21. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities of the District.

Student Growth and Development:

22. Conducts ongoing assessments of student achievement through formal and informal assessments.
23. Monitors student progress, celebrates student growth, and provides targeted support that is responsive to student needs.
24. Serves as a positive role model for students.
25. Assumes responsibility for extracurricular activities, as assigned, and sponsors outside activities, as approved by the campus principal.

Communication:

26. Establishes and maintains a professional relationship and open communication with parents, guardians, students, colleagues, and members of the local community.
27. Follows district and campus norms for resolving concerns and ensures that all interactions are courteous and respectful even when circumstances make it difficult to do so.

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Compliance:

28. Maintains accurate pupil accounting records in compliance with local and state requirements including, without limitation, student academic grades, conduct grades, and attendance.
29. 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, and Texas Association of School Boards.
30. Maintains relevant and up-to-date understanding, working knowledge, and proficiency of current best practices, as well as state and federal mandates for proper implementation and application of all aspects of IEP's, Section 504 accommodations, emergent bilingual supports through LPAC, and academic and/or behavior Response to Intervention.
31. Participates in Admission, Review & Dismissal (ARD), 504 and LPAC meetings, as required.
32. 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.
33. 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.
34. Monitors respective work activity, and the work activity of others, for variances and anomalies.
35. Identifies and reports timely any known or suspected compliance issues to appropriate personnel.
36. Participates, as assigned, in audits and in the preparation for audits, whether initiated internally or externally.
37. Adheres to all other District wide policies and procedures including, but not limited to, human resources, safety, and emergency protocols.

Teachers assigned to Texas Promise Academy may work remotely only under the following expectations:

Remote work applies solely to roles formally assigned by the District for Texas Promise Academy instructional needs and does not establish or support ADA or personal remote-work requests.

38. The District maintains full discretion to approve, modify, or discontinue any remote assignment at any time and may require on-site presence or reassignment as necessary.
39. Instruction must be delivered from a private, professional, and secure location that protects student confidentiality, avoids visible distractions, and supports effective communication and teaching.
40. Teachers must be accessible during standard duty hours through District-approved communication systems and meet all professional expectations equivalent to on-campus instruction, including participation in meetings, evaluations, and required in-person duties such as training, state testing, or program activities.
41. District-approved devices, platforms, and technology must be used, and teachers must maintain reliable Internet access that supports instructional delivery.
42. Failure to meet District standards for professional conduct, workspace environment, or program requirements may result in reassignment from remote duties.
43. Remote work arrangements for Texas Promise Academy shall not be interpreted as precedent for other roles, departments, or ADA considerations and shall not limit the District's authority to require employees to perform work on-site at any time.

Remote Work Assignments – Texas Promise Academy Teachers Only

Remote work is permitted only for teachers formally assigned by the District to instructional roles within the Texas Promise Academy and shall not be requested, implied, or referenced as an accommodation, entitlement, or precedent for any other employee or position.

General:

44. Consistently demonstrates support towards the campus and district culture, as well as the campus and District's Shared Vision, Mission, and Promise 2 Purpose.
45. Assists campus leadership in the compilation of miscellaneous confidential reports.

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46. Attends campus and District meetings and serves on staff committees, as required.
47. Assists in selecting instructional materials as needed.
48. Consistently displays integrity, responsibility, accountability, teamwork, and ethics.
49. Performs assigned job duties and responsibilities in accordance with established performance expectations, as well as with District policies, procedures, protocols, and standard practices.
50. Maintains relevant and up-to-date job knowledge by participating in continuous education initiatives.
51. Demonstrates proficient working knowledge and understanding of the assigned academic subject area.
52. 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, as well as database systems and applications relevant to the job function.
53. Performs other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS

- Bachelor's Degree from an accredited university
- Active, In Good Standing, and Duly Obtained Texas Teaching Certificate with required applicable endorsements from an accredited organization.

CORE KNOWLEDGE, SKILLS & ABILITIES:

Emotional Intelligence – Understands and manages one's own emotions, as well as recognizes and influences the emotions of others.

Teamwork - Working collaboratively with team members to achieve a goal, including having a collaborative, growth mindset that supports feedback from all levels.

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:** _____

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