

TEACHER, SUMMER SCHOOL

Rev. March 2024

Reports to: Summer School Coordinator or Assigned Director
Dept./Campus: Assigned Campus

FLSA Status: Exempt
Term: June & July Sessions

PRIMARY PURPOSE:

To provide students with appropriate learning activities and experiences in the assigned summer school subject area. Enable students to develop competencies and skills to be successful.

MAJOR RESPONSIBILITIES AND DUTIES

- Develop and implement lesson plans that fulfill the requirements of LISD's curriculum program and show written evidence of preparation.
- Prepare lessons that reflect accommodations for differentiation.
- Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles, interests and needs of students assigned.
- Conduct assessment of student progress and use results to plan instructional activities.
- Help students analyze and improve study methods and habits.
- Conduct ongoing assessment of student achievement through formal and informal testing.
- Be a positive role model for students, support mission of LISD.
- Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with Student Code of Conduct and student handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Set and maintain standards of classroom behavior.
- Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
- Communicate student strengths and challenges to parents according to campus/district guidelines.
- Maintain a professional relationship with colleagues, students, parents, and community members.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required according to campus/district deadlines established.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in education or related field.
- Valid Texas teaching certificate appropriate to subject and grade level assigned.
- Experience in student teaching, internship, fieldwork, observation, and all other placements required by universities or state approved programs for certification.

Knowledge/Skills/Abilities:

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

- Knowledge of assigned subject area; curriculum and instruction strategies; relevant technology; and state, LISD, and school regulations and policies for classroom teachers.
- Skill in communication; organization; problem-solving; critical thinking; and flexibility.
- Ability to present information accurately and clearly; manage multiple priorities and projects; and instruct students and manage their behavior.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- May be exposed to outdoor weather conditions during portions of work day.
- Needs to move about inside the classroom or campus to monitor students as necessary.
- Maintain emotional control under stress.
- Frequent standing, stooping, bending, pulling, and pushing.
- Frequent moving of small stacks of textbooks, media equipment, desks, and other classroom equipment.
- Occasional requires lifting up to 25 pounds.
- Occasional prolonged and irregular hours.
- Ability to understand complex problems and to collaborate and explore alternative solutions.
- Ability to organize and prioritize work schedules of others on short-term basis.
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.