

## HIGH SCHOOL TEACHER, BUSINESS

Rev. Jun 2022

**Job No.:** T751

**Reports to:** Principal

**Dept./Campus:** Assigned Campus

**FLSA Status:** Exempt

**Pay Grade:** Teacher Salary Scale

**Term:** 187 Days

### PRIMARY PURPOSE:

To provide students with appropriate learning activities and experiences in the subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to be successful in an ever-changing world.

### MAJOR RESPONSIBILITIES AND DUTIES

- Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required.
- 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.
- Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
- Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
- Seek the assistance of district specialists as recommended to plan for instruction.
- Use technology to strengthen the teaching/learning process.
- Help students analyze and improve study methods and habits.
- Conduct ongoing assessment of student achievement through formal and informal testing.
- Seek assistance for students who are consistently performing below grade level.
- Assume responsibility for extracurricular activities as assigned.
- Sponsor outside activities approved by the campus principal.
- Be a positive role model for students, support mission of school district.
- 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.
- Assist in selection of books, equipment, and other instructional materials.
- Encourage students to set and maintain standards of classroom behavior.
- Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
- Maintain a professional relationship with colleagues, students, parents, and community members.
- Use effective communication skills to present information accurately and clearly.
- Participate in staff development activities to improve job-related skills.
- Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.

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- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
- Perform other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

- Supervise assigned teacher aide(s) and volunteer(s), student teacher(s), intern(s), beginning teacher(s) and evaluate their job performance when needed.

### **GENERAL QUALIFICATION GUIDELINES**

#### **Education/Certification/Experience:**

- Bachelor's degree from accredited university.
- Valid Texas teaching certificate with either required endorsements or required training for subject and level assigned.
- Student teaching, internship, fieldwork, observation, and all other placements required by universities or state approved programs for certification.

#### **Knowledge/Skills/Abilities:**

- Knowledge of subject assigned; curriculum; and instruction.
- Skill in organization; communication; and interpersonal relations.
- Ability to 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.
- Maintain composure and professionalism at all times.