



LIBERTY HILL ISD

# Office of Human Resources

## Job Description: Teacher

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**Job Title:** Teacher

**FLSA:** Exempt

**Reports to:** Principal

**Funding Source:** Local

**Dept/Campus:** Assigned Campus

**Pay Grade:** Teacher Salary Scale

**Date Revised:** August 2023

**Contract Term:** 187 Days

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### PROFILE OF A LIBERTY HILL ISD EDUCATOR

Liberty Hill ISD Educators are compassionate leaders, effective collaborators, adaptable thinkers, determined problem-solvers, and skilled communicators.

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### PRIMARY PURPOSE

Provide students with appropriate learning activities and experiences in the core academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

### QUALIFICATIONS

#### Education/Certification

- Bachelor's degree from accredited college or university and valid Texas Teacher Certificate with required endorsements or required training for subject and level assigned.

#### Knowledge/Skills/Abilities

- Knowledge of Texas Essential Knowledge and Skills (TEKS) for the assigned area and relevant curriculum design, implementation, evaluation, and refinement.
- Comprehensive understanding of effective instruction and evaluation methodologies.
- Proficiency in using technology as a learning tool across all content areas, with the ability to instruct students using a variety of technology applications and platforms.
- Skill in engaging in collective inquiry, problem-solving, and data-driven analysis to enhance student learning outcomes.
- Effective communication skills, both verbal and written, with the capacity to develop relationships and maintain consistent contact with students, parents, and colleagues.
- Ability to support students and staff with technology set-up, navigation, and troubleshooting issues, ensuring the smooth operation of computer-based learning.
- Collaborative skills to work alongside colleagues in order to continuously improve instructional practices.
- Strong organizational skills with the capability to prioritize work responsibilities efficiently.



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### MAJOR RESPONSIBILITIES AND DUTIES

#### Instruction

- Collaborate with staff to establish instructional goals, objectives, and methods per District requirements.
- Develop and implement lesson plans that fulfill LHISD requirements, including evidence of preparation.
- Align subject matter presentation with Texas Education Agency guidelines, board policies, and administrative regulations.
- Prepare differentiated lessons with appropriate instructional strategies, activities, materials, and technology.
- Conduct assessments of student progress to inform instructional activities.
- Modify curriculum for special education students as per IEP guidelines.
- Use technology to enhance teaching/learning.
- Assist students with study methods and habits improvement.
- Provide guidance for students performing below grade level.

#### Student Management

- Manage student behavior according to the Student Code of Conduct and handbook.
- Take precautions to protect students, equipment, and facilities.
- Supervise students and enforce discipline in line with school policies.

#### Communication

- Maintain clear communication with district personnel, students, and parents through available technology.
- Conduct conferences with parents, students, principals, and teachers.

#### Administration

- Support campus/department improvement plans and resolve parent/student issues promptly.
- Report student progress as per guidelines and maintain classroom standards.
- Assist in monitoring and creating a safe campus environment.
- Select books, equipment, and other instructional materials.
- Compile and submit required reports and documents.
- Attend professional development activities and faculty meetings.
- Administer state-mandated testing and maintain professional relationships.
- Comply with all relevant policies and perform assigned duties.



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### **SUPERVISORY RESPONSIBILITIES**

- Supervise assigned teacher para(s) and volunteer(s), student teacher(s), intern(s), beginning teacher(s) as needed.

### **MENTAL/PHYSICAL & ENVIRONMENTAL DEMANDS**

- Needs to move about inside the classroom or campus to monitor students as necessary.
- Frequent standing, stooping, bending, pulling and pushing.
- Frequent moving of small stacks of textbooks, media equipment, desks, and other classroom equipment.
- Occasionally requires lifting up to 25 pounds.
- Occasional prolonged and irregular hours.
- Ability to organize and prioritize work schedules of others on a short-term basis.
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside the immediate work unit.
- Maintain composure and professionalism at all times.

*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.*

Employee Name (printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_