

Job Title: Full Time Guest Educator

Exemption Status/Test: Nonexempt

Reports to: Principal

Date Revised: 2021

Dept./School: Assigned Campus

Pay Grade: SUP

Primary Purpose:

Provide students with appropriate learning activities and experiences in core and elective academic areas. Invest in the intellectual, emotional, physical, and social growth of students. Enable students to develop competencies and skills to function successfully in society.

Qualifications:

Education/Certification:

High school diploma or equivalent

Bachelor's degree preferred

Region 10 Substitute Training Certificates (Classroom management; Uniqueness of students in special programs; strategies for success) required

Valid Texas teaching certificate with required endorsements or related training and work experience for certification waivers under the District of Innovation Plan (DOI) preferred

Special Knowledge/Skills/Abilities:

Excellent public relations, organization, communication, and interpersonal skills

Ability to instruct students and manage their behavior

Patience, persistence, and a positive approach

Experience:

Experience working with children preferred

Major Responsibilities and Duties:

1. Implement lesson plans that are provided by the teacher.
2. Work with students in small and large groups.
3. Supervise students throughout the school day. This includes the classroom, lunchroom, bus, hallways, and/or playground duty.
4. Help maintain a neat and orderly classroom.
5. Utilize materials and equipment as expected in the lesson plan.
6. Inform the teacher of any challenges or problems.
7. Administer assessments of student learning.
8. Work cooperatively with special education students to implement modified curricula as needed.
9. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.

10. Collaborate with instructional aide(s) and volunteer(s) and oversee the implementation of the lesson.
11. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
12. Manage student behavior in accordance with the Student Code of Conduct and student handbook.
13. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
14. Compile, maintain, and file all reports, records, and other documents required.
15. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.
16. Attend and participate in faculty meetings and serve on staff committees as needed.
17. Provide coverage for district teachers, aides, and staff in various grade levels, content areas, and campuses as needed.
18. Complete clerical and/or various school improvement tasks when classroom assignments are not available.

Other

19. Maintain confidentiality and comply with policies established by federal and state law, State Board of Education Rule, and Local Board Policy.
20. Demonstrate superior customer service with district staff, students, and community stakeholders.
21. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals

Posture: Prolonged sitting, frequent walking, occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Hours: Work every day of the student academic calendar on a designated campus as a full-time employee. Daily start and end times will be based on campus bell schedules

Environment: May work prolonged or irregular hours; occasional district-wide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name: _____

Employee Signature: _____ Date: _____