

## Pflugerville Independent School District - Job Description

<b>Job Title/Position:</b>	Guest Educator	<b>Department/School:</b>	District - HR
<b>Pay Information:</b>	Guest Educator Compensation Plan	<b>Supervised By:</b>	Guest Educator HR Specialist
<b>FLSA:</b>	Non-Exempt	<b>Date Revised:</b>	February 2023

### Primary Purpose:

In the absence of the full-time classroom teacher, the guest teacher provides instruction, encourages student's progress, and manages the learning environment.

### Minimum Qualifications (Experience / Education / Certification):

Must have a minimum of 12 college credits if currently enrolled in school or 24 college credits if not currently enrolled in school.

### Major Responsibilities:

#### Position Requirements

1. Implement existing lesson plans in a manner that ensures the integrity of academic time and motivates students to learn and participate
2. Instruct students regarding a variety of classroom topics and courses of instruction
3. Follow lesson plans as required by classroom teacher
4. Assign reasonable tasks and homework to students in accordance with the lesson plans
5. Address the various learning styles of students accordingly
6. Model correct use of spoken and written English language
7. Demonstrate professional practices in teaching
8. For long-term assignments, you may be required to develop lesson plans; create, administer, and grade tests/assignments; participate in parent-teacher conferences; and attend school related functions. Please note: activities may occur outside of normal school hours

#### Classroom Management

9. Maintain classroom control that fosters a safe, positive environment for all students and staff in accordance with school, state, and all applicable laws and regulations
10. Ensure adequate supervision of students and the classroom environment to assure the health, welfare, and safety of all students
11. Take all necessary and reasonable precautions to protect equipment, materials, and school property
12. Remain in classroom and monitor students at all times
13. Report all student injuries, accidents, illnesses, and discipline problems to the campus principal
14. May supervise students in out-of-class settings (e.g., assemblies, lunchroom, schoolyard) Complies with policies established by federal and state law, including but not limited to State Board of Education and local Board policy.
15. Follows Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations.
16. Performs other duties as assigned.

### Special Knowledge/Skills:

- Knowledge of all applicable federal, state, and local laws, guidelines and procedures
- Knowledge of subjects assigned, including current research
- Skill in effectively managing a classroom and student behavior
- Skill in communicating effectively with others
- Skill in working with various forms of equipment including, but not limited to, personal computers, calculators, projectors, and printers
- Skill in working with computer tools, including but not limited to, email, internet, word processing and spreadsheets
- Skill in working in collaborative team-based environments

### Supervisory Responsibilities:

None

### Working Conditions (Mental Demands / Physical Demands / Environmental Demands):

Maintain emotional control under stress; must be able to lift and/or carry at least 30 lbs.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee's Printed Name: \_\_\_\_\_