Pflugerville Independent School District - Job Description

Job Title/Position:	Middle or High School Teacher	**Department/School:**	Various Campuses
Pay Information:	Teacher Compensation Plan	**Supervised By:**	Campus Principal
FLSA:	Exempt	**Date Revised:**	January 2020

Primary Purpose:

Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth.

Minimum Qualifications (Experience/Education/Certification):

Bachelor's degree and valid Texas teaching certificate.

Major Responsibilities:

1. Plan, develop, and implement lesson plans that fulfill the requirements of the district's instructional program and show written evidence of preparations as required; prepare lessons that reflect accommodations for differences in student abilities and learning styles; linguistically accommodate instruction as appropriate for English language learners; coordinate with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
2. Help students analyze and improve study methods and habits; help improve the achievement of all students; conduct ongoing assessment of student achievement through formal and informal testing and provide remediation as appropriate to ensure student mastery; assume responsibility and sponsor extracurricular activities as appropriate.
3. Create a classroom environment conducive to active and successful student learning and appropriate for the physical, social, and emotional development of students; manage student behavior.
4. Establish and maintain effective open communication with students, parents, teachers, and administrators; participate in staff professional development activities.
5. Complete appropriate documentation for students participating in special programs as required by district, state and federal guidelines.
6. Follow Educator Code of Conduct & all policies, procedures, laws and state/federal regulations.
7. Perform other duties as assigned.

Special Knowledge/Skills:

- Knowledge of all applicable federal, state, and local laws, guidelines and procedures
- Knowledge of curriculum and instruction
- Knowledge of subjects assigned, including current research
- Skill in effectively managing a classroom and student behavior
- Skill in communicating effectively with others
- Skill in modifying instruction for various student needs
- 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: _____