

Terrell I.S.D. Job Description

Terrell Independent School District is an Equal Opportunity Employer

No person shall, on the basis of national origin, race, gender, creed, religion, age, or handicap, be excluded from participation in, be denied the benefit of, or subjected to discrimination in employment, or recruitment consideration, or selection for full or part-time professional positions in the Terrell Independent School District.

In accordance with Terrell I.S.D. Board Policy DC (LOCAL) the following position is open:

Job Title: Secondary ELAR Teacher

Work Days: 171

Reports to: Principal

Pay Grade: According to [TISD Salary Schedule](#)

Dept./School: Terrell Assigned Campus

Start Date: 2026-2027 School Year

Contact Person: Jasmine Castaneda
Human Resources Specialist

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 university
Valid Texas teaching certificate with ESL required
Demonstrated competency in the core academic subject area assigned

Special Knowledge/Skills:

Knowledge or core academic subject assigned
General knowledge of curriculum and instruction
Ability to instruct students and manage their behavior
Strong organizational, communication, and interpersonal skills

Experience:

At least one-year student teaching or approved internship

Major Responsibilities and Duties:

Instructional Strategies

1. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required.
2. Prepare lessons that reflect accommodations for differences in student learning styles.
3. Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
4. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
5. Conduct assessment of student learning styles and use results to plan instructional activities.
6. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
7. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
8. Use technology to strengthen the teaching learning process.

Student Growth and Development

9. Help students analyze and improve study methods and habits.
10. Conduct ongoing assessment of student achievement through formal and informal testing.

11. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
12. Be a positive role model for students, support mission of school district.

Classroom Management and Organization

13. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
14. Manage student behavior in accordance with Student Code of Conduct and student handbook.
15. Take all necessary and reasonable precautions to protect students, equipment, materials, facilities.
16. Assist in selection of books, equipment, and other instructional materials.

Communication

17. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
18. Maintain a professional relationship with colleagues, students, parents, and community members.
19. Use effective communication skills to present information accurately and clearly.

Professional Growth and Development

20. Participate in staff development activities to improve job-related skills.
21. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
22. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
23. Attend and participate in faculty meetings and serve on staff committees as required.

Other

24. Maintain friendly customer service-driven interactions with all stakeholders, students, teachers, administrators, and co-workers.
25. Work cooperatively with co-workers and supervisors to ensure that the goals of the school/department are met.
26. Maintain a positive and professional tone in all communications (i.e., email, written, and verbal)
27. Perform other duties and accept other responsibilities as assigned

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent standing, stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment.

Daily in-person attendance is an essential function for this position

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Application Procedures

District Employees:

1. Complete an internal application online at <https://www.applitrack.com/terrellisd/onlineapp/>
 - a. You may attach an updated resume
 - b. You may attach a letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
2. Other credentials as applicable

Outside Applicants:

1. Online Application <https://www.applitrack.com/terrellisd/onlineapp/>
 - a. You may attach a resume and a letter of interest addressing how your background and experience relate to

the position's responsibilities and qualifications

b. Other credentials as applicable

2. Official transcript(s) will be requested after a recommendation for hire is received

Terrell ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Melissa Nichols; *Executive Director of Human Resources*
700 North Catherine Street
Terrell, Texas 75160
Office Number: 972-563-7504
Email: melissa.nichols@terrellisd.org