

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: Clinical Teaching

Work Days: 171/Year long residency

Reports to: Principal

Start Date: 2024-2025 School Year

Dept./School: Campus Assigned

Pay Grade: \$100/Day

Contact Person: Mathew Warnock
Director of Recruitment and Retention

Primary Purpose:

The primary purpose of this position is to provide non-TISD employees a paid clinical experience to eligible students who have been approved by their University or Alternative Certification Program to complete the final clinical student teaching experience required at the end of the educator prep program. Clinical Student Teaching is the culminating experience where pre-service teachers demonstrate their knowledge, skills, and dispositions related to educating pre-kindergarten through twelfth grade students.

Qualifications:

Education/Certification:

Employed as a Clinical Teaching Assistant for duration of College/University/Alternative Certification Program requirements (no fewer than 70 full days; a full day being 100% of the school day).

Requirements may vary by College/University/Alternative Certification Program.

This paid clinical teaching position does require a full week/100% of the day during the duration of the clinical teaching experience/contract obligation.

The district understands that clinical student teachers will need to complete the requirements of their university program, which may include time away from campus.

Student clinical teacher must obtain approval to complete clinical teaching in TISD from their university prior to applying.

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:

No experience needed.

Must be approved to participate in Clinical Teaching Experience through College/University/Alternative Certification program.

Major Responsibilities and Duties:

Initial Processes:

1. Locate necessary campus facilities.
2. Meet other members of the staff, i.e., principal and assistant principal, department chairperson, librarian, counselors, teacher aides, etc.
3. Obtain from the cooperating teacher a Faculty Handbook and Student Handbook and review administrative regulations and routines.
4. Become familiar with the existing discipline plan.
5. Become acquainted with the students; learn their names.
6. Observe and discuss class interactions with the teacher.

Teaching Responsibilities:

7. Meet expectations of College/University/Alternative Certification Program.
8. Review the curriculum and standards to be covered.
9. Review teaching materials with the cooperating teacher.
10. Collaborate creation of plans for gradual assuming of teaching responsibilities.
11. Plan cooperatively for instruction meeting campus and district expectations.
12. Develop and implement procedures for managing the class effectively.
13. Aide in communication of all stakeholders.

Professional Growth and Responsibilities:

14. Meet standards of regular attendance and punctuality.
15. Confer with the College/University/Alternative Certification Program Supervisor as necessary.
16. Support and align work with the mission, vision, and beliefs of the district.
17. Follow and support board policies in areas of related responsibility.
18. Actively participate in ongoing development.
19. Model integrity, work ethic, and professionalism.

Other:

20. All other duties 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.

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