

Job Title: Teacher	Exemption Status/Test: Exempt/Professional
Reports to: Principal	Date Revised: 01/29/2026
Dept./School: Assigned Campus	Days Employed: 181

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 required endorsements or related training and work experience for certification waivers under the District of Innovation Plan (DOI)
Demonstrated competency in the core academic subject area assigned
[Physical Education Teachers: Current automated external defibrillator (AED) and cardiopulmonary resuscitation (CPR) certificate]

Special Knowledge/Skills:

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

Experience:

Student teaching, approved internship, or related work experience

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. Prepare lessons that reflect accommodations for differences in individual student differences.
2. Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
3. Conduct assessment of student learning styles and use results to plan instructional activities.
4. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
5. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
6. Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion.

Student Growth and Development

7. Conduct ongoing assessment of student achievement through formal and informal testing.

- 8. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
- 9. Be a positive role model for students; support mission of school district.

Classroom Management and Organization

- 10. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- 11. Manage student behavior in accordance with Student Code of Conduct and student handbook.
- 12. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- 13. Assist in selecting books, equipment, and other instructional materials.
- 14. Compile, maintain, and file all reports, records, and other documents required.

Communication

- 15. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

Professional Growth and Development

- 16. Participate in staff development activities to improve job-related skills.
- 17. Comply with state, district, and school regulations and policies for classroom teachers.
- 18. Attend and participate in faculty meetings and serve on staff committees as required.

Other

- 19. Follow district safety protocols and emergency procedures.
- 20. Other duties as assigned.

Supervisory Responsibilities:

Direct the work of assigned instructional aide(s).

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment; *[P.E. teachers: automated external defibrillator (AED)]*

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment

Environment: Work inside, may work outside; regular exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

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.



Student Management

- 9. Accompany and supervise student athletes during athletic competitions in assigned sports both at-home and on out-of-town trips.
- 10. Instruct and advise students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices.
- 11. Apply and enforce student discipline during athletic contests, practice sessions, and while on trips off school property in accordance with Student Code of Conduct and student handbook.
- 12. Encourage, by example and through instruction, sportsmanlike conduct in all phases of athletic participation.

Communication

- 13. Maintain open communication with parents, students, principals, and teachers.

Administration

- 14. Assist in selection of equipment and instructional materials.
- 15. Assist with the compilation, maintenance, and filing of all reports, records, and other documents required.
- 16. Assist with the process of cleaning, repairing, and storing all campus athletic equipment.
- 17. Follow district safety protocols and emergency procedures.
- 18. Other duties as assigned.

Supervisory Responsibilities:

Assign and oversee completion of the work of student athletic assistants.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Athletic equipment, standard office equipment including computer and peripherals, and other instructional equipment; automated external defibrillator (AED); *operate school bus*

Posture: Prolonged standing; kneeling, squatting, bending, and stooping; *frequent driving; moderate grasping/squeezing, wrist flexion/extension, and reaching*

Motion: Frequent walking and physical movements associated with sport(s) assigned

Lifting: Frequently light lifting (less than 15 pounds); occasional moderate lifting or carrying (15-44 pounds)

Environment: Work outside (exposure to sun, heat, cold, and inclement weather) and inside; frequent exposure to noise; frequent districtwide and statewide travel; frequent prolonged and irregular hours; *moderate exposure to vehicle fumes and work around moving vehicles*

Mental Demands: Maintain emotional control under stress

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Reviewed by _____ Date _____

Received by _____ Date _____