

Job Description

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| Position Title: | Professional Educator | | |
| Location: | Early College High School | | |
| Reports to: | High School Principal | | |
| Work Schedule: | 10 Month, 187 Days | Employment Type/FLSA Classification: | Full Time/Exempt |
| Funding Source: | This position is Federally funded. [100% grant funded; therefore, employment is contingent upon the availability of funds.] | | |

Primary Role and Purpose

Provides students with appropriate educational activities and experiences that will enable them to fulfill their potential for intellectual, emotional, physical, and social growth. Helps students develop the skills necessary to be a productive member of society.

Qualifications

- Texas Certified Teacher
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Education

- Bachelor's Degree from an accredited college or university required

Skills

- Knowledge of academic subject(s) assigned
- Knowledge of curriculum and instruction
- Knowledge of web-related technology
- Ability to instruct students using a variety of technology applications and platforms
- Ability to assist students with technology set-up, navigation, and provide contact resources to students/parents if technology issues arise
- Ability to develop relationships and maintain consistent contact with students, parents, and colleagues
- Ability to instruct students and managing their behavior
- Must possess and demonstrate exceptional organizational, communication, and interpersonal skills

Experience

- Minimum of 3 years of certified teaching experience preferred
- Bilingual/ESL certification preferred

Responsibilities and Duties

Instructional Strategies

- Develops and implements lesson plans for in-person, distance, and virtual learning that fulfill requirements of the district's curriculum program and show written evidence of preparation as required, including lessons that reflect accommodations for differences in student learning styles.
- Plans and uses appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and the needs of assigned students. Presents subject matter according to guidelines established by the Texas Education Agency, Board policies, and administrative regulations. Uses technology to strengthen the teaching/learning process.
- Teaches instructional subjects according to guidelines established by Texas Education Agency, district policies, and administrative regulations.
- Designs instructional activities by using data from student learning style assessments.
- Works cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEPs).
- Works cooperatively with other members of campus and District staff to determine instructional goals, objectives, and methods in accordance with District requirements.

Growth and Development

- Helps students assess and enhance their study methods and habits
- Produces formal and informal testing to evaluate student success
- Coordinates and manages extracurricular duties as assigned. Sponsors outside activities approved by the school principal.
- Serves as an example for students and supports mission of the district

Classroom Management and Organization

- Prepares classroom to enhance learning and to aid in the physical, social, and emotional development of students
- Controls student behavior in accordance with the student handbook
- Ensures necessary and reasonable measures are taken to protect students, equipment, materials, and facilities
- Assists in the selection of books, equipment, and other instructional materials
- Creates an in-person (and when needed, virtual) classroom environment conducive to learning that appropriately supports the physical, social, and emotional development of students. Helps students to analyze and improve study methods and habits.

Communication

- Establishes and maintains a professional relationship and open communication with parents, students, administrators, and colleagues. Conducts conferences with parents and others when needed or required. Uses effective oral and written communication skills to present information accurately and clearly.
- Creates and maintains a professional relationship with colleagues, students, parents, and community members
- Presents information accurately through clear communication skills
- Communicates with students and parents on a regular basis via email, LMS, District-approved website, phone, or video conference.
- Provides timely feedback to students and tracks progress through a variety of methods.

Professional

- Participates in professional development activities as assigned and necessary to improve job-related skills and for professional improvement and growth.
- Attends and actively participates in faculty meetings, team/department meetings, and serves on campus and District committees as required.

Other

- Keeps abreast of and abides by state and charter regulations and policies for classroom teachers
- Gathers, manages, and files all reports, records, and other required documents
- Performs other duties as assigned

Supervisory Responsibilities

- Oversees assigned teacher aide, if applicable.

Additional Job-Related Duties

- Maintains control in stressful situations
- Must be punctual and maintain an excellent attendance record
- Extended hours may be required
- Some lifting may be required
- Member of at least one campus/district level committee
- Attends Parent and Teacher Organization (PTO) and Board meetings, as directed

All primary roles and major responsibilities are listed. Additional duties and skills may be required for each job.

Human Resources Signature: _____ Date: _____

Employee Signature: _____ Date: _____