

Job Title: NEW-TECH MIDDLE SCHOOL TEACHER
Reports to: Principal
Dept./School: Assigned Campus
Wage/Hour Status: Exempt
Date Revised: May 15, 2023

Primary Purpose

Provide students with appropriate learning activities and experiences designed 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 for subject and level assigned

Special Knowledge/Skills

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

Experience

Three (3) years teaching 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.
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. Plan and manage assignments of teacher aide(s) and volunteers(s).
9. Use technology to strengthen the teaching/learning process.
10. Help students analyze and improve study methods and habits.
11. Conduct ongoing assessment of student achievement through formal and informal testing.
12. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.

Student Growth and Development

- 13. Manage student behavior in accordance with Student Code of Conduct and student handbook.

Classroom Management and Organization

- 14. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- 15. Compile, maintain, and file all reports, records, and other documents required.

Communication

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

Professional Growth and Development

- 19. Participate in staff development activities to improve job-related skills.

Other

- 20. Sponsor outside activities approved by the campus principal.
- 21. Be a positive role model for students, support mission of school district.
- 22. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
- 23. Attend and participate in faculty meetings and serve on staff committees as required.
- 24. Reliable and dependable attendance is required.
- 25. Perform other duties as assigned by the supervisor or other administrator that are consistent with general requirements and qualifications for the position.
- 26. Maintain confidentiality of information.

EQUIPMENT USED

Personal or laptop computer, printer, copier, fax machine, calculator, telephone, electronic mobile devices, projector, video display monitor and related coaching equipment.

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.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____