

Job Title: TEACHER
Reports to: Principal
Dept./School: Assigned Campus
Wage/Hour Status: Exempt
Date Revised: April 20, 2026

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 or related training and work experience for certification waivers under the district of Innovation Plan (DOI)

Special Knowledge/Skills

Knowledge of academic subjects assigned

Knowledge of curriculum and instruction

Ability to instruct students and manage their behavior

Strong organizational, communication, and interpersonal skills

Experience

Student teaching, or 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 learning needs.
2. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment, and technology that reflect understanding of the learning styles and needs of students assigned. 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 teacher aide(s) and volunteer(s) oversees 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 selection of 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 of 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. Maintain confidentiality of information.
20. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities

21. Direct the work of assigned teacher aide(s).

WORKING CONDITIONS

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

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:** _____