

## NEW CANEY INDEPENDENT SCHOOL DISTRICT

**TITLE:** Teacher

**QUALIFICATIONS:**

1. Bachelor's degree from accredited university
2. Valid Texas teaching certificate, with required endorsements for subject/level assigned.
3. Specialized knowledge of subjects assigned; general computer skills and knowledge of curriculum and instruction
4. Ability to instruct and communicate (both verbally and in writing) effectively
5. Ability to successfully interact with students, professional employees, parents, and district patrons
6. Ability to maintain emotional control under stress
7. Must meet all highly qualified "No Child Left Behind" (NCLB) requirements
8. Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

**SPECIAL 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.

**REPORTS TO:** Principal or designee

**SUPERVISES:** Students, teacher aides, student teachers, volunteers

**PRIMARY PURPOSE:** To provide students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, physical, and social growth. To enable students to develop competencies and skills to function successfully in society.

**TERMS OF EMPLOYMENT:** Professional. School year employee. Salary and work year established by the Board of Trustees.

**WAGE/HOUR STATUS:** Exempt

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Develop and implement plans for the curriculum program assigned and show written evidence of preparation as required.
2. Prepare lessons that reflect accommodation for individual student differences.
3. Present the subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
4. Employ a variety of instructional techniques and media consistent with the needs and capabilities of the student groups involved.
5. Cooperate with other members of the staff in planning and implementing instructional goals, objectives, and methods in accordance with district requirements.
6. Plan and supervise purposeful assignments for teacher aides and/or volunteers.
7. Employ the use of technologies in the teaching/learning process.
8. Assist students in analyzing and improving methods and habits of study.
9. Assess the accomplishments of students on a regular basis and provide progress reports as required.

10. Assume responsibility for extracurricular activities as assigned and may sponsor outside activities approved by the school.
11. Present for students a positive role model that supports the mission of the school district.
12. Create a classroom environment conducive to learning and appropriate to the maturity and interests of students.
13. Establish control in the classroom and administer discipline in accordance with board policies and administrative regulations.
14. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
15. Responsible for the maintenance and accuracy of information regarding inventory of fixed assets (e.g. machines and equipment with serial numbers) assigned to classroom.
16. Assist in the selection of books, equipment, and other instructional materials.
17. Establish and maintain open lines of communication with students and their parents.
18. Maintain a professional relationship with all colleagues, students, parents, and community members.
19. Use acceptable communication skills to present information accurately and clearly.
20. Keep informed of and comply with state district, and school regulations and policies for classroom teachers.
21. Compile, maintain, and file all reports, records, and other documents required.
22. Attend and participate in faculty meetings and serve on staff committees as required.
23. Promote and follow safety practices and standards
24. Articulate the district's mission and goals in the area of counseling to the community, when appropriate, and solicit its support in realizing the mission.
25. Demonstrate awareness of school-community needs and, with supervisor's approval, initiate activities to meet those identified needs.
26. Demonstrate the use of appropriate and effective techniques for community and parent involvement.
27. Participate in the district staff development program.
28. Demonstrate interest and initiative in professional improvement. Develop needed professional skills appropriate to job assignment.
29. Demonstrate behavior that is professional, ethical, and responsible.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The superintendent may assign additional duties when deemed appropriate.

**EVALUATION:** Performance will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.