

HIGH SCHOOL TEACHER

Job-Type: Full time
Reports to: Campus Principal
Wage/Hour Status: Exempt
Duty Days Assigned: 187 days

Fund: 420

Job Goal:

Candidate is responsible for planning, organizing, and presenting activities contributing to educational, social, and physical development of High School students to enhance their self-worth and equip them with the basic knowledge, skills, and abilities needed to function in society. Considerable judgment, tact, patience, sensitivity, and flexibility are required to deal with students from varied socioeconomic backgrounds and learning styles. This position requires creativity and adaptive thinking to match teaching objectives, learning strategies, and instructional plans with students' abilities.

Education/Certification:

- ✓ Bachelor's Degree (required)
- ✓ Valid Texas Teaching Certificate or enrolled in a TEA-approved alternative certification program

Skill Requirements:

- This position requires the ability to apply knowledge of current education and instructional theories, methodologies, techniques, and principles, knowledge of subject matter, and knowledge of State, Local, and Federal laws and regulations affecting the lives and education of students.
- This position requires an understanding of child and adolescent development. Incumbent must have the skills to manage student behavior.
- Candidate must have the ability to communicate effectively using a variety of media, work with others as a team, organize and maintain records, manage time and resources effectively and efficiently, and evaluate performance and provide constructive feedback.

Performance Responsibilities:

- Provide instruction to a class, individual students, or groups of High School students using such methods as oral presentation, demonstration, discussion of homework assignments, answering questions, offering laboratory directions, and games.
- Plan lessons, including activities such as preparing learning objectives and goals, designing tests or exams, studying material, setting up labs, and preparing exams.
- Facilitate learning in the High School classroom (e.g., maintain discipline; encourage participation; consult with parents, school staff, and other care providers to identify and address social or developmental needs.)
- Evaluate High School student performance.
- Maintain records and document High School student progress (e.g., record grades and absences, provide progress reports.)
- Perform all duties pertaining to area of expertise as required (i.e., language, music, physical education, vocational training, safety, and career education.)
- Maintain contact with parents regarding student performance through activities such as parent-teacher conferences, progress reports, letters, and special meetings.

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- Maintain professional development through such activities as classes, conferences, seminars, workshops, and professional journals; provide technical guidance to less experienced teachers.
- Perform various administrative activities (e.g., attend faculty and staff meetings, order equipment and supplies, copy materials, create bulletin boards, take attendance, obtain permission slips, and coordinate department activities.)
- Prepare lesson materials, supplies, and equipment (e.g., copy materials, set up audio visual equipment, arrange lab materials.)
- Monitor student behavior both inside and outside the classroom (e.g., during class, in hallways between classes, and during assemblies, extracurricular activity meetings or events, fire drills, or other group activities.)
- Maintain confidentiality.
- Perform other duties assigned by supervisor.
- Demonstrate behavior that is professional, ethical, and responsible.
- Articulate the district's mission and goals to the community and solicit its' support in realizing the school's mission.

Physical Effort and Work Environment:

- Services are generally provided within a standard classroom environment.
- Some movement throughout the classroom is generally necessary to facilitate learning (e.g., standing, walking, stooping, bending, sitting, and/or kneeling).
- Light lifting of materials and other objects associated with a classroom environment is required (e.g., books, teaching aids, up to approximately 20 – 40 lbs.).
- Special Education Teachers may also be required to pick up students, restrain students as needed, and spend large quantities of time on the floor sitting, squatting, and/or kneeling.
- Field trips may be made.
- Candidate should be willing to contribute directly or indirectly to the development of children both inside and outside the classroom, which may include working hours in addition to the regular school day.
- This position may involve rare exposure to blood or body fluids.
- Regular attendance is required for this position.

Personal Work Relationships:

- Candidate receives administrative supervision and is typically evaluated formally one time per year.
- It is expected that less experienced candidates will receive additional guidance on instructional matters and that those with more experience will serve as mentors, providing suggestions, guidance, and assistance as appropriate or necessary.
- It is expected that some candidates will be more involved in planning and coordinating departmental activities. Supervisor may provide detailed instruction regarding changes in policies, procedures, or laws or in reference to unusual circumstances or problems.
- Candidate has significant contact with students, parents, and other school staff to provide instruction, offer guidance, exchange information, and develop social skills of students.
- Candidate may also maintain contacts within the community to enrich the content of materials and utilize additional instructional methodologies (e.g., take field trips, invite guest speakers.)

Benefits:

- Salary (district salary schedule plus stipends for extra duties)
- Health Insurance, including major medical, dental, vision, and life.
- TRS retirement pension benefits

Additional Information:

This job description is not an employment agreement or contract. Priority Charter Schools has the exclusive right to alter this job description at any time without notice.

This position is exempt from the Fair Labor Standards Act (FLSA). The faculty hours are 7:30 a.m. to 4:00 p.m., however, the teacher from time to time may work an extended schedule, including weekends and evenings according to demands of the role and tasks.

In accordance with applicable laws and Priority Charter Schools policies, no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention or any other personnel action, or be denied any benefits or participation in any educational programs or activities which it operates on the grounds of race, religion, color, national origin, sex, disability, age or veteran status (except where age, sex, or disability constitutes a bona fide occupational qualification necessary to proper and efficient administration).

All new employees must present proof of identity and eligibility to work in the United States.

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Accepted by: _____ Date: _____