

Job Title: Teacher
Reports to: Campus Administrator
Assignment: Assigned Campus/Grade
Wage/Hour Status: Exempt
Pay Grade: 187 days
Date Revised: 2021.9

Terms of Employment:

This FLSA exempt position (salaried, non-hourly) is on a work calendar of 187 days per school year. Pay is based on years of experience from the annually reviewed and board of directors adopted "Teachers, Nurses, Librarians, and Counselors" salary scale. Current year salary scales may be viewed on our school website.

Primary Purpose:

Provide students with appropriate learning activities and experiences in the core academic subject area assigned 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.

Education/Certification:

- Bachelor's degree from accredited university
- Valid Texas teaching certificate with required endorsements or required training for subject and level assigned
- ESL endorsement preferred
- Demonstrated competency in the core academic subject area assigned
- Must have reliable transportation and have a valid Texas driver's license and a good driving record. Must meet and maintain school's liability insurance coverage eligibility.

Experience:

- Two years classroom experience preferred

Special Knowledge/Skills:

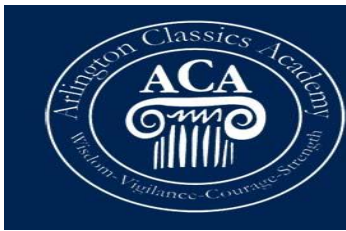
- Knowledge of core academic subject assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)

Instructional Strategies

- Develop and implement lesson plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required.
- Prepare lessons that reflect accommodations for differences in student learning styles.
- Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.



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- Conduct assessment of student learning styles and use results to plan instructional activities.
- Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
- Plan and supervise assignments of teacher aide(s) and volunteer(s).
- Use technology to strengthen the teaching/learning process.
- Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).

Student Growth and Development

- Help students analyze and improve study methods and habits.
- Conduct ongoing assessment of student achievement through formal and informal testing.
- Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
- Be a positive role model for students, support the mission of the school district.
- Classroom Management and Organization
- Create a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with Student Code of Conduct and student handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in selection of books, equipment, and other instructional materials.

Communication

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

Professional Growth and Development

- Participate in staff development activities to improve job-related skills.
- Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- Attend and participate in faculty meetings and serve on staff committees as required.

Supervisory Responsibilities:

- Supervise assigned teacher aide(s).

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands:

Work with frequent interruptions, maintain emotional control under stress.

Physical Demands:

Tools/Equipment Used: Standard office equipment including personal computer, computer software programs and peripherals, teacher resource materials and equipment, printers, copier, fax, audio-visual equipment, telephone and other equipment applicable to position.

Posture: Prolonged sitting and standing; occasional bending/stooping/kneeling, pushing/pulling, twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)



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Environment:

May work prolonged or irregular hours; frequent district wide travel

Arlington Classics Academy does not discriminate on the basis of race, color, gender, religion, national origin, age, disability, or any other basis prohibited by law.

The statements above 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. Supervisors may assign additional duties when deemed appropriate. Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform **each essential** duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Printed Name

Date

Signature