

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

JOB TITLE:	Teacher	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal	PAY GRADE:	820/830
DEPT./SCHOOL:	Campus	DATE REVISED:	9/12/11

PRIMARY PURPOSE:

Provide students with appropriate learning activities and experiences designed to 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 / Master's Degree (2.5 GPA strongly preferred)
 Teacher Certification with required endorsements for subject/level assigned
 Texas certified and highly qualified to meet state and federal guidelines

Effective September 12, 2011: for pre-K and elementary teachers hired with a start date BEFORE the first contract day for teachers for the 2012-2013 school year, ESL certification is PREFERRED.

Effective September 12, 2011: for pre-K and elementary teachers hired with a start date ON OR AFTER the first contract day for teachers for the 2012-2013 school, teachers transferring into elementary teaching positions, and existing elementary teachers, ESL certification is REQUIRED by January 31, 2015.

Effective January 31, 2015: ESL certification will be REQUIRED for all pre-K and elementary teachers in the district.

Special Knowledge/Skills:

Knowledge of subjects assigned
 General knowledge of curriculum and instruction
 Ability to instruct students and manage their behavior
 Strong organizational, communication, and interpersonal skills
 Willingness to execute written employment contract with Plano ISD

Experience:

At least one year of student teaching or approved internship

MAJOR RESPONSIBILITIES AND DUTIES:

Instructional Strategies

Develop and implement lesson plans that fulfill the requirements of the district's curriculum program assigned and show written evidence of preparation as required.

Prepare lessons that reflect accommodation for individual student differences.

Present the subject matter according to guidelines established by Texas Education Agency, Board policies, and administrative regulations.

Plan and use appropriate instructional/learning strategies, activities, materials, and technology that reflect accommodation for individual needs of students assigned.

Conduct assessment of student learning styles and use results for instructional activities.

Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established by Individual Education Plans (IEP).

Cooperate with other members of the staff in planning and implementing instructional goals, objectives, and methods according to district requirements.

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 reports, records, and other documents required.

Plan and supervise purposeful assignments for teacher aide(s) and or volunteer(s).

Integrate technologies in the teaching/learning process.

Student Growth and Development

Assist students in analyzing and improving methods and habits of study.

Consistently assess student achievement through formal and informal testing.

Assume responsibility for extracurricular activities as assigned and may sponsor outside activities approved by the school.

Be a positive role model for students.

Support the mission of the school district.

Classroom Management and Organization

Develop and maintain a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students.

Manage student behavior in the classroom and administer discipline according to board policies, administrative regulations, and IEP.

Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Assist in the selection of appropriate instructional materials.

Communication

Establish and maintain open lines of communication with students and their parents, principals and other colleagues.

Maintain a professional relationship with all colleagues, students, parents, and community members.

Use acceptable communication skills to present information accurately and clearly.

Keep the principal fully informed with respect to conditions and needs of the classroom and of new techniques and materials being used.

Professional Growth and Development

Attend and participate in staff meetings, committee meetings, and work sessions as required by the principal.

Exhibit professional judgment and responsibility at all times.

Demonstrate behavior that is professional, ethical, and responsible.

Compile, maintain, and file all physical and electronic reports, records, and other documents as required.

Promote professional improvement through reading educational journals and books, exploring educational research, enrolling in college courses, participating in staff

development activities, and membership in professional organizations.

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors.

Follow attendance policy as assigned by supervisor.

Perform other functions that may be assigned by the Administration and/or supervisor.

Policy Implementation

Uphold and enforce school rules, administrative regulations, district philosophy, board policies, and present subject matter according to established guidelines.

Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.

Compile, maintain, and file all 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).

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); ability to instruct; interpret policy and maintain emotional control under stress.

Physical Demands/Environmental Factors :

Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours. Frequent standing, stooping, bending, kneeling, pushing and pulling. Occasional lifting up to 50 pounds. Prolonged use of computer and repetitive hand motions.



The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor has the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by _____ Date _____

Reviewed by _____ Date _____