

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	ECSE Teacher	Wage/Hour Status:	Exempt
Reports To:	Principal	Pay Range:	820/830
Dept./School:	Campus	Date Revised:	06/18/2020

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. Develop or modify curricula and prepare lessons and other instructional materials to student ability levels. Work in self-contained, team, or departmental capacity as assigned.

Qualifications:

Education/Certification:

Bachelor's Degree

Valid Texas teaching certificate with required endorsements or training for subject and level assigned

Demonstrated competency in the core academic subject area assigned

ESL Certification is required for the following positions:

- **Pre-K and elementary teaching positions, including Special Education (This requirement does not include elementary art, music, and physical education teachers.)**
- **Middle school English/Language Arts teaching positions, grades 6-8, including Special Education**
- **High school English/Language Arts teaching positions, grades 9-12, including Special Education**

Special Education Certification is required for the following positions:

- **All teachers at an Early Childhood campus**

Special Knowledge/Skills:

Knowledge of core academic subjects assigned

Knowledge of curriculum and instruction

Ability to instruct students and manage their behavior

Strong organizational, communication, and interpersonal skills

Knowledge of special needs of students in assigned area

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Knowledge of Admission, Review, and Dismissal (ARD) Committee process and Individual Education Plan (IEP) goal setting process and implementation

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

Modify curricula as needed for special education students according to guidelines established by Individual Education Plans (IEP)

Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements

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

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

Collaborate with students, parents, and other members of staff to develop IEP through the ARD Committee process for each student assigned

Participate in ARD Committee meetings on a regular basis

Present subject matter according to guidelines established by IEP

Student Growth and Development

Assist students in analyzing and improving methods and habits of study

Conduct ongoing assessment of student achievement through formal and informal testing

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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

Provide or supervise personal care, medical care, and feeding of students as stated in IEP

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 faculty meetings, and work sessions as required by the principal

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

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

Policy Implementation

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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. May be required to lift and position students with physical disabilities; control behavior through physical restraint; and assist non-ambulatory students.

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 06-18-2020

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. District administration and/or my 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.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____