

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Secondary Teacher Academy High School	Wage/Hour Status:	Exempt
Reports To:	Principal	Pay Range:	820/830
Dept./School:	Plano ISD Academy High School	Date Revised:	12/11/19

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 (required)

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

Demonstrated competency in the core academic subject area assigned

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

Experience:

At least one year of student teaching or approved internship

Major Responsibilities and Duties:

Instructional Strategies

Develop and implement project or problem-based learning, rubric development and standards based reporting

Design projects that differentiate for the needs of all learners

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

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

Collaborate with other members of the campus and district 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 to strengthen the teaching/learning process

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

Assume responsibility for extracurricular activities as assigned; sponsor outside activities approved by the principal

Provide guidance to students relative to their educational, personal and social growth and development

Identify and provide assistance for students with special needs

Be a positive role model for students, and support the mission of the campus and of the school district

Classroom Management and Organization

Embrace working in an environment with frequent visitors, such as student teacher observations, research firms, business partners and P-16 partners

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

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Maintain a professional and collaborative relationship with all colleagues, students, parents and community members
Use effective communication skills to present information accurately and clearly

Keep the principal fully informed with respect to conditions and needs of the classroom

Professional Growth and Development

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

Attend summer institute and other required academy training

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

Display dependability and punctuality in all assigned duties

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

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

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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:** 12-11-19

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:
