

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	Title I Support Teacher	Wage/Hour Status:	Exempt
Reports To:	Principal	Pay Range:	820 / 830
Dept./School:	Campus	Date Revised:	05/19/2023

Primary Purpose:

Assist with the implementation of the literacy, mathematics, social studies and/or science programs at the campus. Coordinate with the building principal and curriculum department to build teacher capacity for effective instruction on the campus. The focus is targeting at-risk students and improving the overall campus academic program and assisting teachers with classroom performance improvement.

Qualifications:

Education/Certification:

- Bachelor's Degree (required)
- Master's Degree (preferred)
- Valid Texas teaching certificate with required endorsements for subject and level assigned

ESL Certification is required for Pre-K and elementary teachers. *This requirement does not include elementary art, music, and physical education teachers.

Special Knowledge/Skills:

- Knowledge of subjects assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Ability to model effective classroom instruction
- Expertise in effective lesson design
- Experience in leading professional learning
- Proficiency in technology
- Strong organizational, communication (verbal and written), and interpersonal skills

Experience:

- Three years of teaching experience
- Experience as a team leader/department head (preferred)

Major Responsibilities and Duties:

Instructional Strategies:

- Coordinate and communicate between Academic Services department and campus administration
- Collaborate with district curriculum coordinators to ensure effective implementation of the district curriculum
- Contribute to curriculum and assessment development on an as-needed basis
- Attend and participate in district and campus curricular training sessions, committee meetings, and work sessions as required to support the instructional program
- 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
- Support teachers in analyzing data and planning instruction
- Provide one-on-one teacher assistance in content and program areas
- Observe classroom instruction and provide feedback and assistance to classroom teachers to facilitate improvement

- Model teaching strategies and instruction with students in the classroom
- Conduct assessment of student learning and use results for instructional activities
- Collaborate with all staff members to modify curricula as needed for special education students according to guidelines established by Individual Education Plans (IEP)
- Conduct formal and informal campus meetings regarding curricular programs and intervention
- Encourage and support development and implementation of instructional goals relating to the Strategic Plan of the district and the campus SBIC
- Cooperate with other members of the staff in planning and implementing instructional goals, objectives, and methods according to district requirements
- 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

Student and Group:

- Provide small group or one-to-one instruction in reading / language arts, mathematics and/or science in collaboration with the classroom teacher to students identified with academic needs and at-risk for or failing state assessments (focusing on 3rd, 4th and 5th grade student support)
- 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
- 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
- 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 development, staff meetings, committee meetings, and work sessions as required by supervisor
- 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 supervisors
- 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

Supervisory Responsibilities:

Supervise assigned teacher aide(s) and volunteers

Working Conditions:

Mental Demands:

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

Acknowledgment:

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: 05-19-2023

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: